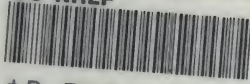


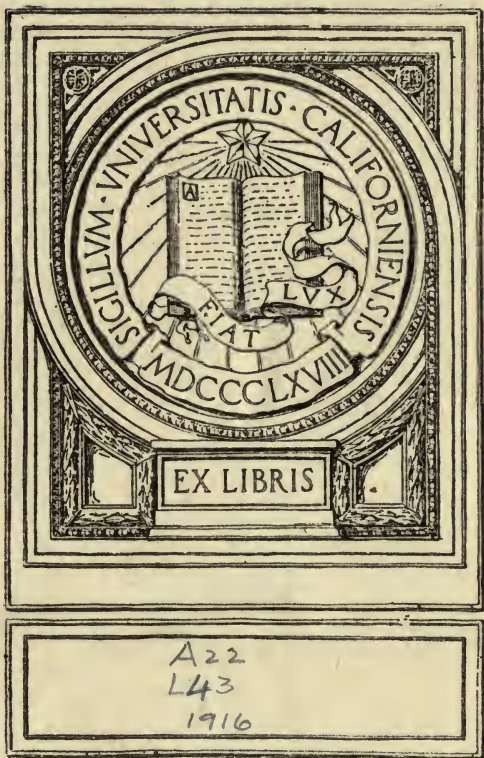
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LEAGUE OF LIBRARY COMMISSIONS  
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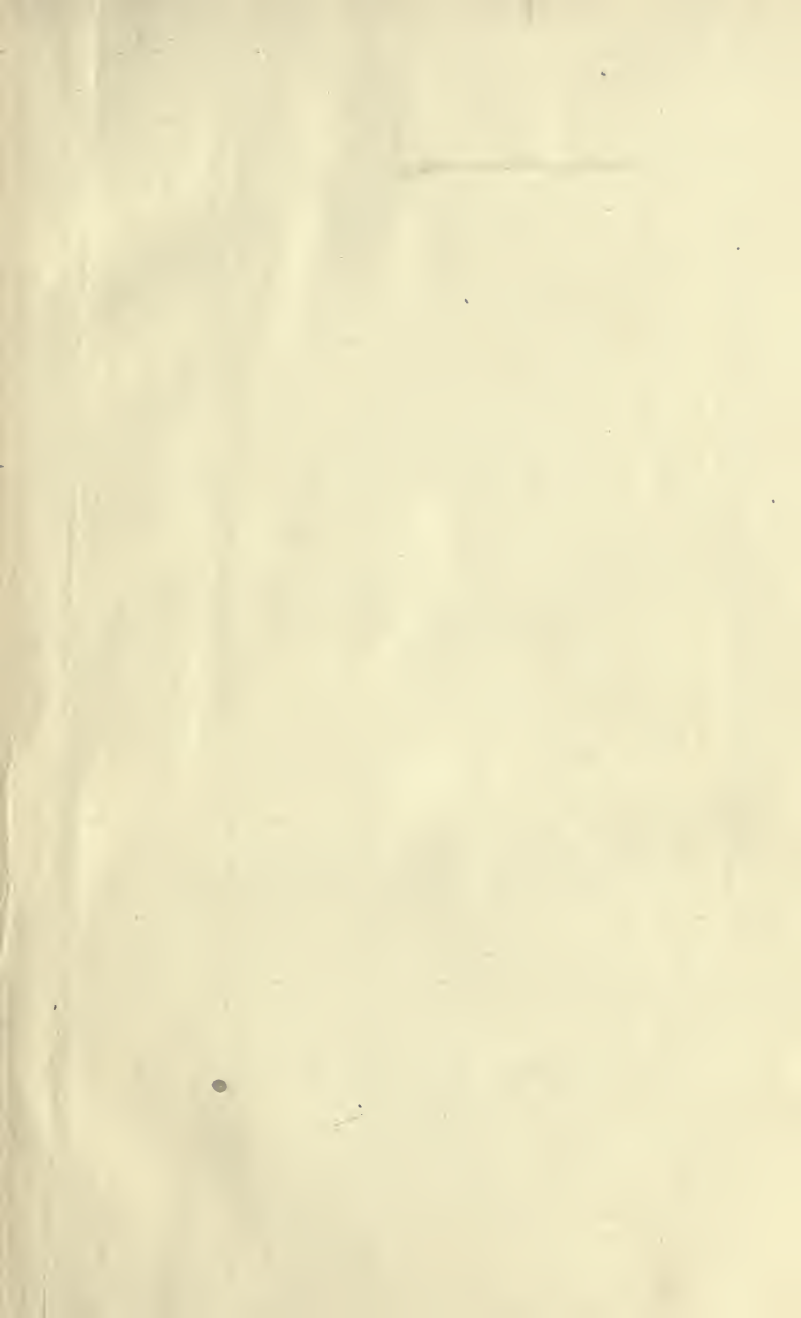
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# LEAGUE OF LIBRARY COMMISSIONS HANDBOOK

COMPILED BY  
HENRY N. SANBORN  
SECRETARY OF THE PUBLIC LIBRARY COMMISSION OF INDIANA

PRINTED FOR THE  
LEAGUE OF LIBRARY COMMISSIONS

AMERICAN LIBRARY ASSOCIATION  
PUBLISHING BOARD  
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LIBRARY  
SCHOOL

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## INTRODUCTORY NOTE

Three numbers of the Yearbook of Library Commissions were published by the League,—in 1906, 1907, and 1908. In 1910 there was published a Handbook, giving a history of Commission work and of the League of Library Commissions, and a full account of the work and organization of each commission. The plan was to supplement this Handbook with Yearbooks, but the only one to be issued was published in 1912. At the annual meeting of the League in 1914, it was decided to issue a new edition of the Handbook, but this work was not begun until the spring of 1916,

Complete information concerning each commission, it has been impossible to obtain; but if the information contained is to be timely the Handbook cannot be delayed further. Only two commissions have failed to send any information. In one of these cases the information in the 1910 Handbook was reprinted, and in the other, information was obtained from a librarian in the state concerned. As far as possible, and to a very great extent, the material submitted has been printed verbatim for the purpose of making the account authoritative.

In the Yearbook for 1912, there were printed financial and statistical tables. In attempting to make out similar tables for this Handbook, the editor became convinced of the almost absolute worthlessness of these tables as a basis for comparison or even a true indication of the work of the various commissions. Conditions vary so much in different states that any heading chosen for a table is liable to have a peculiar significance in each state, and the figures printed in a table under this heading are not accurate unless accompanied by the explanation of the one reporting. For this reason, then, it has seemed necessary to print the financial and statistical reports in the form reported with the general account of each commission's work. The Historical Summary and the section



on the League of Library Commissions have been retained from the 1910 Handbook with such corrections and additions as were needed to bring them to date.

There has been added a list of the officers of the League since its formation.

Acknowledgment is made to the officers of the individual commissions—to some for their promptness and to others for the courteous patience with which they have borne the persistent requests of the editor.



## DIRECTORY OF COMMISSIONS AND THEIR EXECUTIVE OFFICERS

- \*Alabama. Department of Archives and History. Division of Educational Extension. State Capitol, Montgomery. Thomas M. Owen, Director.
- Arkansas. Arkansas Library Commission. Little Rock. Charles H. Brough, Chairman, State University, Fayetteville.
- \*California. State Library, Sacramento. James L. Gillis, State Librarian.
- Colorado Board of Library Commissioners. Public Library, Denver. Chalmers Hadley, President.
- Colorado Traveling Library Commission. The Capitol, Denver. Mrs. Fannie Galloway, President.
- \*Connecticut Public Library Committee. State Capitol, Hartford. Mrs. Belle Holcomb Johnson, Library Visitor.
- \*Delaware State Library Commission. State Library, Dover. Thomas W. Wilson, Secretary.
- \*Georgia Library Commission. Carnegie Library, Atlanta. Susie Lee Crumley, Organizer.
- Idaho State Library Commission. State House, Boise. Bernice McCoy, Secretary.
- \*Illinois Library Extension Commission. Springfield. Anna May Price, Secretary.
- \*Indiana Public Library Commission. The Capitol, Indianapolis. Henry N. Sanborn, Secretary.
- \*Iowa Library Commission. State Historical Building, Des Moines. Julia A. Robinson, Secretary.
- \*Kansas Traveling Libraries Commission: State Library, Topeka. Mrs. Adrian L. Greene, Secretary.
- \*Kentucky Library Commission. The Capitol, Frankfort. Fannie C. Rawson, Secretary.
- \*Maine Library Commission. State Library, Augusta. Henry E. Dunnack, Secretary.

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\*Indicates members of League of Library Commissions.

- \*Maryland Public Library Commission. Enoch Pratt Free Library, Baltimore. Bernard C. Steiner, Secretary.
- \*Massachusetts Free Public Library Commission. State House, Boston. John A. Lowe, Agent.
- \*Michigan State Board of Library Commissioners. State Library, Lansing. Mrs. Mary C. Spencer, Secretary.
- \*Minnesota Public Library Commission. The Capitol, St. Paul. Clara F. Baldwin, Secretary.
- \*Missouri Library Commission. Capitol Annex, Jefferson City. Elizabeth B. Wales, Secretary.
- \*Nebraska Public Library Commission. The Capitol, Lincoln. Charlotte Templeton, Secretary.
- New Hampshire Public Library Commission. State Library, Concord. Arthur H. Chase, Librarian.
- \*New Jersey Public Library Commission. State Library, Trenton. Henry C. Buchanan, Secretary.
- \*New York. Educational Department. Educational extension division, William R. Watson, chief, State Library, Albany.
- \*North Carolina Library Commission. State House, Raleigh. Minnie W. Leatherman, Secretary.
- \*North Dakota Public Library Commission. The Capitol, Bismarck. Mrs. Minnie C. Budlong, Secretary and Director.
- \*Ohio Board of Library Commissioners. State Library, Columbus. C. B. Galbreath, State Librarian.
- Oregon State Library. State House, Salem. Cornelia Marvin, Librarian.
- \*Pennsylvania Free Library Commission. State Library, Harrisburg. Robert P. Bliss, Assistant Secretary.
- \*Rhode Island State Committee of Libraries. State House, Providence. Walter E. Ranger, Secretary.
- \*South Dakota Free Library Commission. Pierre. Lois A. Spencer, Field Librarian.
- Tennessee State Board of Education. State Capitol, Nashville. Mrs. Pearl Williams Kelley, Director of library extension, State Library. Free traveling libraries.

Texas Library and Historical Commission. State Library, Austin. C. Klaerner, Secretary.

Utah Department of Public Instruction. Salt Lake City. Mary Elizabeth Downey, Library Secretary and Organizer.

\*Vermont Free Library Commission. State House, Montpelier. Rebecca W. Wright, Secretary.

Virginia State Library. Richmond. H. R. McIlwaine, Librarian.

\*Washington State Library Commission. State House, Olympia. J. M. Hitt, Librarian.

\*Wisconsin Free Library Commission. The Capitol, Madison. Matthew S. Dudgeon, Secretary.

## **OFFICERS AND COMMITTEES OF THE LEAGUE**

President: Fannie C. Rawson, Kentucky.

First Vice-President: Sarah B. Askew, New Jersey.

Second Vice-President: Mrs. A. J. Barkley, Iowa.

Secretary-Treasurer: Henry N. Sanborn, Indiana.

### **Executive Committee:**

Anna May Price, Illinois.

Mary E. Downey, Utah.

William R. Watson, New York.

### **Publication Committee,**

Asa Wynkoop, New York.

Henry N. Sanborn, Indiana.

Clara F. Baldwin, Minnesota.

### **Aid to New Commissions:**

William R. Watson, New York.

Julia A. Robinson, Iowa.

Mrs. Minnie C. Budlong, North Dakota.

### **On Books in Foreign Languages for Traveling and Public Libraries:**

Anna A. MacDonald, Pennsylvania.

Matthew S. Dudgeon, Wisconsin.

Lilly M. E. Borresen, LaCrosse, Wisconsin.

## LEAGUE OF LIBRARY COMMISSIONS CONSTITUTION

### 1

**Name.** The name of this organization shall be the League of Library Commissions.

### 2

**Object.** The object of the League shall be to promote, by cooperation, such library interests as are within the province of library supervision by the state.

### 3

**Membership.** Any state commission, board, bureau, department, or other official organization charged with the duty of promoting library interests in the state where it is located, either by means of traveling libraries or the establishment, organization and supervision of public libraries, shall be eligible to membership upon compliance with the conditions hereinafter enumerated.

Each organization admitted to active membership shall have one vote through an accredited representative (preferably an executive officer) on any subject requiring action at any meeting; but any member or officer of such commission, board or department may attend the meetings of the League and share in its deliberations.

### 4

**Officers.** The officers of the League shall be a president, first and second vice-presidents, and a secretary-treasurer to be elected as hereinafter specified. At the annual meeting of 1915 there shall be elected by ballot a president to serve until the second succeeding annual meeting, and a secretary-treasurer to serve until the first succeeding annual meeting, their successors to hold for terms of two years, or until their successors shall be chosen, to be elected one each year at the annual meeting of the League.



The first and second vice-presidents shall be elected annually and shall serve until the election of their successors.

## 5

**Executive Board.** Except when the League is in session, its affairs shall be in the hands of an Executive Board consisting of the officers named in Section 4 and three other members from three different states elected as hereinafter specified. At the annual meeting of 1915 there shall be elected by ballot three persons to serve as elective members of the Executive Board above mentioned, to hold, as shall be determined by lot, one until the first, one until the second, and one until the third succeeding annual meeting of the League, or until their successors shall be chosen, and their successors to hold for terms of three years, or until their successors shall be chosen, to be elected each year at the annual meeting of the League.

Any vacancy occurring during the year shall be filled by the remaining members of the Executive Board.

The Executive Board shall appoint a chairman, for sectional meetings, when neither the president nor any vice-president can be in attendance.

Votes of the Executive Board may be taken by correspondence, a majority vote being necessary to give validity to any action so taken.

The Executive Board of the League shall prepare programs, select topics and assign speakers for the annual meeting and make all the necessary arrangements therefor.

## 6

**Committees.** There shall be a Publication Committee of three members and the president of the League, who shall co-operate with the Publishing board of the A. L. A. in securing suitable material required for Commission work, and who shall arrange through co-operation with such Publishing Board or otherwise for the printing of such publications and for the price at which they may be sold.

Standing committees and special committees not otherwise provided for shall be appointed by the president.

Reports of all committees shall be forwarded to the Secretary of the League at least 30 days before the date of the meeting.

## 7

**Dues.** The payment of a yearly membership fee of five dollars (\$5.00) shall constitute active membership, such members being entitled to secure League publications at cost and to exercise the voting privilege as specified in Section 3. Associate members paying no dues shall be charged regular price for League publications but may participate in deliberations without a vote.

## 8

**Annual Meeting.** The annual meeting shall be held at the time and place of the mid-winter meeting of the Council of the A. L. A.

**Sectional Meetings.** Any group of members representing three or more states may by mutual agreement, and with the approval of the Executive Board, hold a sectional meeting at such time and place as may be agreed upon. At such meetings such matters shall be considered as shall be selected by the members there assembled or by the Executive Board. No vote taken at such meetings shall be binding on the League, but shall be advisory only. The Executive Board and committees of the League may ask for an advisory vote which may guide them in determining questions arising in the prosecution of their work. No such vote shall release the committee from its responsibility in any matter.

## 9

**Affiliation.** The League shall be affiliated with the A. L. A. in accordance with its constitution and by-laws.

## 10

**By-Laws.** The Board may adopt by-laws for the League subject to such amendment as may be voted at the annual meeting.

## 11

**Amendments.** Amendments to this constitution may be



adopted at any annual meeting of the League by a two-thirds vote of those present entitled to vote; provided that notice shall have been given, by correspondence, to all members of the League at least two months prior to such annual meeting; or in lieu thereof, that the amendment shall have received the unanimous approval of the Executive Board.

## HISTORICAL SUMMARY

With the recent growth of the library extension movement, and the recognition of the public library as an "integral part of public education," has developed the idea of fostering and encouraging this movement by state aid or supervision in some form. The public school systems of our several states have been brought to their present successful operation through generous state aid and encouragement, and the public library systems are now claiming equal recognition as educational institutions. In spite of the fact that statistics show a great increase in the number of books accessible to the people, a careful study of conditions in rural communities shows that many millions of people have no access to libraries. To solve this problem of furnishing free books to the entire population, the aid of the state has naturally been sought. Another problem of library extension is that of the small library with small income and inexperienced service. To encourage a healthful growth in such libraries and promote their efficiency, the need of some center of information is apparent.

Thirty-seven states are now undertaking library extension work; twenty-one through entirely independent commissions; four through state libraries; six in part connection with the state library; six as subordinate to the state board of education. In New York, which is already counted, the extension work is a part of the State Library, which is under the state Board of Regents. In Tennessee, the extension work is under the Board of Education and the traveling libraries under the State Library.

Although the organization and methods of the several states differ materially, the common aim is to encourage the establishment of libraries in all communities able to support them, to promote the efficiency of libraries already established and in 30 states to maintain a system of travel-

ing libraries to aid in solving the problem of making free books accessible to all the people.

Massachusetts was the first state to establish a library commission, although Rhode Island claims priority in library extension work, since it began to give state aid to free public libraries for the purchase of books in 1875. The Massachusetts Commission, established in 1890, was authorized to grant to any town upon the establishment of a free public library, \$100 in books to be selected by the Commission. When the law was enacted there were 105 towns out of 352 without free libraries, and Massachusetts now has the distinction of being the only state in the union which has a public library in every town, but one. This town unites with another.

New Hampshire followed the next year, 1891, by enacting a law nearly identical with the Massachusetts law, which gives \$100 to each town founding a free library. The New Hampshire Commission was instrumental in passing a compulsory library law, according to which every town must levy a certain assessment to maintain a library; the minimum amount instead of the maximum is prescribed; if the town has no library, the fund accumulates; and if a town wishes to omit an assessment, it must especially vote to do so. In 1903, the Board of Library Commissioners was abolished, and the work turned over to the trustees of the State Library, who have assumed all the duties and powers of the former commission.

In 1892, New York entered the list, developing a system of state supervision of libraries with more complete centralization than has yet been attempted in any other state. The work has been done by the Home Education Division of the University of the State of New York, the director of the State Library being also director of Home Education, so that the two interests have been identified. Under the law, the regents of the University were given power to issue charters and give financial aid to libraries which fulfilled certain conditions. These libraries are supervised and inspected yearly, and two organizers now give

their entire time to the work of visiting and assisting libraries. New York was the first state to establish traveling libraries, the first libraries being sent out in 1893.

The Library school is also under the direction of the Department of Education and the director of the State Library. By the unification law of 1904, the Home Education Division was placed under the Department of Education and is now called the Division of Educational Extension.

In Connecticut, a Public Library Committee appointed by the State Board of Education was created in 1893. This Committee has advisory powers, and is authorized to give direct financial aid to libraries. In 1903, an appropriation was made for traveling libraries, and a library visitor was appointed.

In 1904, Vermont passed a law similar to that of Massachusetts, and in 1900 established a system of traveling libraries, and appointed a secretary to make personal visits to libraries.

It will be noticed that in the beginning all the New England states followed Massachusetts as a model and confined their work to giving direct financial aid to libraries, the features of traveling libraries and library visiting being added later.

The Wisconsin Commission was organized in 1895, and became the pioneer and model for work in the West. Its activities now include the department of library extension and visitation, the traveling library department, the library school opened in 1906, and the legislative reference library.

In Ohio, a Commission was established in 1896, to have charge of the State Library and appoint the state librarian. Traveling libraries are operated as a department of the State Library. In 1906, an amendment to the law authorized the appointment of a library organizer, who began work in the fall of 1908, when the appropriation became available.

The Georgia Commission, established in 1897, is advisory only and has had no appropriation.

In 1899, commissions were established in seven states, two more following in 1900, and five others in 1901. Of these states, the group in the Middle West—Indiana, Iowa, Minnesota and Nebraska—followed the lines laid down by Wisconsin, each having a system of traveling libraries, and emphasizing field work and instruction. Since the conditions and problems of the states in the Middle West were found to be similar, it was believed that coöperation in publication of necessary printed matter would be an economy. At a conference of the library commissions of Wisconsin, Iowa and Minnesota, in October, 1901, plans for coöperative work were discussed, and as a result, Wisconsin contributed the *Suggestive list of books for a small library*, with supplementary *Buying-lists of recent books*; Minnesota edited and published the *Handbook of library organization*; and the *quarterly* published by Iowa was for a time utilized by the other states, but after a few issues this plan proved to be impracticable. Of the Western states which established commissions at this time, Idaho and Kansas confined their efforts to traveling libraries, while the Colorado Commission, with no regular appropriation, has been an advisory body only.

Michigan aids in the organization and extension of libraries through two agencies: the State Library has charge of the traveling library system and supplies books to communities having no libraries; the Board of Library Commissioners are concerned with building up town libraries and to this end have a system of registered free libraries to which 100 books are loaned for six months. Each library in the state, through a mandatory law, must make a report to its county commissioner of schools, who in turn must make a report of every district, school and public library in his county to the Board of Library Commissioners.

Pennsylvania, which established its Commission in 1899, has a system of traveling libraries sent out under the direction of the state librarian. In 1907, a consulting librarian



was appointed to further the extension work. Of the Eastern group of states, Maine, New Jersey and Delaware followed the plan of their neighboring states in offering direct financial aid to public libraries, all of them adding the feature of traveling libraries. Maine held a summer school in 1904, and again in 1910. Delaware employed an organizer for a time, and New Jersey has employed an organizer since 1905, and conducts a summer school.

In Maryland the State Library Commission encourages the establishment of libraries, and operates a system of traveling libraries. An organizer is sent out for a few months' service when funds are available.

In Washington, a Commission was established in 1901, but in 1903 the law was changed, giving the Commission charge of the State Library. By the law of 1907, the traveling library work was placed in the hands of a superintendent of traveling libraries, appointed by the Commission, but independent of the State Library.

In 1903, California established an Extension Department of the State Library to carry on the various branches of commission work.

The Colorado Traveling Library Commission was created in 1903, and conducts a system of traveling libraries.

Oregon joined the list in 1905, the law establishing this Commission being in some respects more comprehensive than any heretofore adopted, in that control of school libraries was vested in the Commission. The Commission prepared the list of books for school libraries from which selections must be made for purchases from the county library fund. The Legislature of 1907 amended the Commission law in three particulars—striking out the limit on the printing, omitting the section which apportioned the funds, and increasing the appropriation from \$2,000 to \$6,000 a year. In 1913 the Commission was abolished, and its activities transferred to the State Library.

No new commissions were created in 1906, but Virginia made provision for enlargement of the work of the State

Library, and inaugurated a system of traveling libraries under the direction of the State Library Board.

In 1907, library commissions were established in Missouri and North Dakota. In Missouri, the law authorizes supervision of school libraries and courses of lectures on library administration in the Normal Schools in addition to the usual lines of commission work. In North Dakota the first work of the Commission was the reorganization of the system of traveling libraries formerly under the Department of Public Instruction, and the establishment of a legislative reference department. In the same year Alabama joined the ranks of states providing support for library work and enterprise, when a law was passed adding to the work of the Department of Archives and History, the duties usually performed by state library commissions, and providing for legislative reference work.

In 1909, legislation authorizing library extension work was enacted in Illinois, North Carolina, Tennessee, Texas and Utah, while in North Dakota the appropriation was increased from \$1,500 to \$7,800 annually, and the law was amended to give a commission of five members instead of three, as formerly, and longer tenure of office.

In Illinois, an amendment to the library law authorized the commissioners of the State Library to appoint two persons, who, together with the state librarian shall constitute the Illinois Library Extension Commission. The Commission is authorized to appoint a library organizer to carry on the usual lines of extension work, and to operate a system of traveling libraries.

In North Carolina, a Library Commission of five members was created with the usual advisory powers, and authorized to operate a system of traveling libraries.

The Tennessee Free Library Commission was established by a similar law, with no appropriation, but in 1913 the Commission was abolished, and the work divided between the State Board of Education and the State Library.

The Texas Library and Historical Commission was es-



tablished to control and administer the State Library, in which a legislative reference section is to be maintained, and to aid and encourage public libraries, but without the necessary funds to carry on extension work.

In Utah, a promoting commission appointed by the Superintendent of Public Instruction in 1907 carried on a successful campaign of library education, and in 1909, a Library-Gymnasium Commission of five members was established by the Legislature to be appointed by the State Board of Education, and to be under its general supervision. Its purpose is to encourage the establishment of free libraries and gymnasiums, and its appropriation is \$2,000. Later this commission was merged by law into the State Board of Education which now has control of library extension work.

The Kentucky Library Commission was established in 1910, with an appropriation of \$6,000 a year. The law authorizes the usual methods of commission work, including a system of traveling libraries, and also provides that the secretary shall be a person trained in modern library methods.

The South Dakota Free Library Commission was established in 1913. Although the Commission has charge of the State Library, the extension department and traveling libraries are entirely independent of the State Library.

The Arkansas Library Commission, established in 1913, is purely honorary and its functions are chiefly advisory.

For fuller accounts of the growth and development of library extension work through state agency, see the publications of the various commissions as listed under each commission, as well as the following:

#### Public Libraries, February 1905.

(A Library Commission number containing State aid to libraries, by Gratia A. Countryman; Instructional work of library commissions, by Alice S. Tyler; Reports of Commissions; Value and work of a state library organizer, by W. R. Eastman; Synopsis of laws authorizing library commissions, by Johnson Brigham. This number was the first attempt to collect in one place data regarding the various commissions, and became the basis for the Year-book of the League.)

Brigham ..... Model library commission law. Lib. J. 30:

C 46-50.

- Countryman ... Lines of work which a state commission can profitably undertake. Lib. J. 25: C 51-54.
- Galbreath ..... Coöperation of state librarians and state library commissions. Lib. J. 25: C 54-57,
- Hewins ..... Work of an Eastern library commission. Lib. J. 30: C 51-55.
- Langton ..... What a permanent library commission can do to aid libraries. Pub. Lib. 9:212-16.
- Legler ..... State library commissions. Lib. J. 30: C 40-45.
- Stearns ..... How to organize state library commissions and make state aid effective. Lib. J. 24: C 16-18.
- Thomson ..... How to secure a state library commission. Lib. J. 26: C 191.
- Tyler ..... Work of library extension in Iowa. Pub. Lib. 9: 296-99.

## LEAGUE OF LIBRARY COMMISSIONS

The success of the experiment in coöperation which was inaugurated in 1901 by the library commissions of Wisconsin, Minnesota and Iowa, led to the suggestion that a national organization might more economically carry forward coöperative work. Printed matter of common interest and value to these commissions could thus be issued jointly, leaving to the overcrowded state commission workers more time and money for the problems peculiar to each state.

A preliminary conference representing four library commissions of the Middle West was held in Chicago, August 12, 1904, to discuss the advisability of an organization of library commissions. A committee was appointed to prepare a suggestive plan as to organization and methods of coöperative work. At the meeting of the Commissions' Section of the A. L. A., October 21, 1904, during the St. Louis conference, the committee made a report based on the experiments in coöperation in the Middle West, and on the replies received from letters sent to the various commissions. It was the unanimous opinion of those present that a League of Library Commissions should be organized. This organization was therefore at once effected by the creation of an executive board composed of one member from each of the ten states represented at that meeting, as follows: Connecticut, Indiana, Iowa, Minnesota, Nebraska, New Jersey, New York, Pennsylvania, Virginia, Wisconsin.

The Board organized immediately by the election of Mr. Henry E. Legler, Wisconsin, as chairman, and Miss Alice S. Tyler, Iowa, as secretary. An executive committee was selected from the states represented to formulate a coöperative plan of work. This committee consisted of the chairman, secretary and four additional members, Miss Marvin, Wisconsin; Miss Hoagland, Indiana; Miss Bullock, Nebraska, and Miss Baldwin, Minnesota.

At a meeting of this committee in Chicago, November 28

and 29, plans were considered for the immediate preparation and issue of a new edition of the *Suggestive list of books for a small library* and for the continuation of the *Buying list of recent books*, as the most urgent needs of the commissions. The executive committee also prepared, in the form of resolutions, a suggested plan for coöperation with the A. L. A. Publishing Board in the issuance of some of its publications.

In January, 1905, the A. L. A. Publishing Board began the publication of the *A. L. A. Booklist*, and the Executive Board of the League assured the Publishing Board of its support in that undertaking by its adoption by the commissions for use in the respective states. The *Buying list* which had formerly been compiled by the Wisconsin Commission for the use of the commissions of the Middle West was therefore discontinued.

At this time no definite arrangements could be made with the Publishing Board for other publications, and accordingly the League proceeded with the publication of the *Suggestive list of books for a small library*, compiled by Miss Cornelia Marvin, then of the Wisconsin Commission, and the second edition of the pamphlet on *U. S. Government documents in small libraries*, by J. I. Wyer, Jr.

During the Portland meeting of the A. L. A., a conference was held between representatives of the Publishing Board and the Executive Board of the League to discuss methods of coöperation. The needs of the commissions for certain printed matter were fully conceded by the members of the Publishing Board and it was recognized that in supplying these the Board would be complying with the condition of Mr. Carnegie's gift of \$100,000 to the A. L. A., "the income of which should be applied to the preparation and publication of such reading lists, indexes, and other bibliographical and library aids as would be specially useful in the circulating libraries of the country." At the regular meeting of the Publishing Board held in October, 1905, it was agreed that the Board would publish any material furnished by the League.

At the meeting of the Commissions section of the A. L. A. at Portland the organization of the League was approved by that section, and it was unanimously voted with the approval of the A. L. A. Council, that the League of Library Commissions as affiliated with the A. L. A. be substituted for the Library Commissions section.

A meeting of the Executive Board was held in Indianapolis, Dec. 13-14, 1905, when final consideration was given to the constitution and by-laws of the League and the subject of the publications of the League and A. L. A. Publishing Board was fully discussed.

Regular annual meetings of the League since its organization as an affiliated body with the A. L. A. were held each year in conjunction with the A. L. A. conference. The mid-winter meeting of the Executive Board, held in Chicago about the first of January each year, developed into an informal conference of commission workers and others interested in extension work, for a discussion of commission problems. Mid-winter conferences of library commissions of the Eastern states were held in Hartford, Conn., in 1909 and 1910, and in Albany, N. Y., in 1910.

At Berkeley, Cal., in 1915, the constitution was so amended as to cause the annual meeting to be held at the time and place of the mid-winter meeting of the A. L. A. Council.

Twenty-eight states are now members of the League, including Alabama, California, Connecticut, Delaware, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Maine, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Nebraska, New Jersey, New York, North Carolina, North Dakota, Ohio, Pennsylvania, Rhode Island, South Dakota, Vermont, Washington and Wisconsin.

For further information regarding the history and work of the League, see:

Affiliation with A. L. A. Lib. J. 30: C 192-94. Pub. Lib. 10: 415.

Tyler. League of Library Commissions. Lib. J. 30: 274-77.



- Annual Meeting, Narragansett, 1906. Lib. J. 31: C 282-84.  
—— Asheville, 1907. A. L. A. Bulletin. 1: 231-45. Lib. J. 32: 318-21. Pub. Lib. 12: 279.  
—— Lake Minnetonka, 1908. A. L. A. Bulletin. 2: 305-17. Lib. J. 33: 277-79. Pub. Lib. 13: 276-80.  
—— Bretton Woods, 1909. A. L. A. Bulletin. 3: 337-355. Lib. J. 34: 359-362. Pub. Lib. 14: 313.  
—— Mackinac Island, 1910. A. L. A. Bulletin. 4 (Proceedings number) Lib. J. 35: 317-318. Pub. Lib. 15: 352.  
—— Pasadena, 1911. Lib. J. 36: 352. Pub. Lib. 16: 261-262.  
—— Ottawa, 1912. Lib. J. 37: 458-459.  
—— Kaaterskill, 1913. Lib. J. 38: 476-477. Pub. Lib. 18: 348-351.  
—— Washington, 1914. Lib. J. 39: 556-557. Pub. Lib. 19: 308-309.  
—— Berkeley, 1915. Lib. J. 40: 509-510. Pub. Lib. 20: 321.  
—— Chicago, December, 1915. Lib. J. 41: 126-130. Pub. Lib. 21: 90-92.  
Mid-winter meeting, Indianapolis, December 1905. Lib. J. 31: 27.  
—— Chicago, January, 1907. Lib. J. 32: 76-77. Pub. Lib. 12: 67.  
—— Chicago, January, 1908. Lib. J. 33: 59-62. Pub. Lib. 13: 49-53.  
—— Chicago, January, 1909. Lib. J. 34: 63-64. Pub. Lib. 14: 65-66.  
—— Chicago, January, 1910. Lib. J. 35: 69. Pub. Lib. 15: 72-74.  
—— Hartford, February, 1909. Pub. Lib. 14: 150.  
—— Hartford, January, 1910. Lib. J. 35: 122.  
—— Albany, February, 1910. Lib. J. 35: 28. Pub. Lib. 15: 132.  
—— Chicago, January, 1911. Lib. J. 36: 81. Pub. Lib. 16: 71-72.  
—— Boston, January, 1911. Pub. Lib. 16: 114.

- Chicago, January, 1912. Lib. J. 37: 98-99. Pub Lib.  
17: 60-61.
- Atlantic City, March, 1912. Lib. J. 37: 99-199. Pub.  
Lib. 17: 70.
- Chicago, January, 1913. Lib. J. 83: 100-102. Pub.  
Lib. 18: 70-72.
- Chicago, January, 1914. Lib. J. 39: 215-218. Pub.  
Lib. 19: 71-73.
- New York, December, 1914. Lib. J. 40: 130-133.  
Pub. Lib. 20: 75.
- Chicago, January, 1915. Lib. J. 40: 133-136.
- Midyear Meeting, Asbury Park, June, 1916. Lib. J. 41:  
603-605. Pub. Lib. 21: 374-375.



## LIST OF OFFICERS OF LEAGUE, 1904-1916.

### Presidents:

- 1904. Henry E. Legler. Wisconsin.
- 1906. Alice S. Tyler. Iowa.
- 1907. Chalmers Hadley. Indiana.
- 1908. Mrs. Percival Sneed. Georgia.
- 1909. Arthur L. Bailey. Delaware.
- 1910. Clara F. Baldwin. Minnesota.
- 1911. Cornelia Marvin. Oregon.
- 1912. C. H. Milam. Indiana.
- 1913. Elizabeth B. Wales. Missouri.
- 1914. Matthew S. Dudgeon. Wisconsin.
- 1915. Fannie C. Rawson. Kentucky.

### Vice-Presidents:

- 1904.
- 1906. J. P. Kennedy. Virginia.
- 1907. Caroline M. Hewins, 1st vice-president. Connecticut.  
Thomas M. Owen, 2d vice-president. Alabama.
- 1908. Mrs. H. J. Howe, 1st vice-president. Iowa.  
C. B. Galbreath, 2d vice-president. Ohio.
- 1909. Louis R. Wilson, 1st vice-president. North Carolina.  
Frances Hobart, 2d vice-president. Vermont.
- 1910. Cornelia Marvin, 1st vice-president. Oregon.  
H. C. Wellman, 2d vice-president. Massachusetts.
- 1911. C. H. Milam, 1st vice-president. Indiana.  
R. P. Bliss, 2d vice-president. Pennsylvania.
- 1912. Elizabeth B. Wales, 1st vice-president. Missouri.  
Thomas M. Owen, 2d vice-president. Alabama.
- 1913. Matthew S. Dudgeon, 1st vice-president. Wisconsin.  
Charles F. D. Belden, 2d vice-president. Massachusetts.

1914. Caroline F. Webster, 1st vice-president. New York.  
 Mary E. Downey, 2d vice-president. Utah.  
 1915. Henry N. Sanborn, 1st vice-president. Indiana.  
 Mrs. A. J. Barkley, 2d vice-president. Iowa.  
 1915. Sarah B. Askew, 1st vice-president. New Jersey.  
 Mrs. A. J. Barkley, 2d vice-president. Iowa.

### Secretaries:

1904. Alice S. Tyler. Iowa.  
 1906. Clara F. Baldwin. Minnesota.  
 1907. Clara F. Baldwin. Minnesota.  
 1908. Clara F. Baldwin. Minnesota.  
 1909. Margaret W. Brown. Iowa.  
 1910. Charlotte Templeton. Nebraska.  
 1911. Charlotte Templeton. Nebraska.  
 1912. Zaidee Brown. Massachusetts. Secretary and treasurer.  
 1913. Mrs. Minnie Clarke Budlong. North Dakota. Secretary and treasurer.  
 1914. Julia A. Robinson. Iowa. Secretary and treasurer.  
 1915. Sarah B. Askew. New Jersey. Secretary and treasurer.  
 1915. Henry N. Sanborn. Indiana. Secretary and treasurer.

### PUBLICATIONS

(Arranged chronologically)

- U. S. Government documents in small libraries; by J. I. Wyer, Jr., Ed. 2. May, 1905. (o. p.)  
 (New Eds. issued by A. L. A. Publishing Board, 1910 and 1914.)  
 Suggestive list of books for a small library; compiled by Cornelia Marvin. Part 1, Adults. June, 1905. (o. p.)  
 Year-book of library commissions; compiled by Clara F. Baldwin, May, 1906. (o. p.)

——— May, 1907. (o. p.)

——— December, 1908. (o. p.)

Magazines for the small library; by Katharine MacDonald Jones, 1908. (o. p.)

———New ed. 1909. Paper, 10 cents.

Anniversaries and holidays; ed. by Mary Emogene Hazeltine, April, 1909. Paper, 25 cents.

Report of committee on essentials of a model commission law, 1909. Free.

Report of committee on commission work in state institutions, 1909. Free.

Handbook of library commissions; compiled by Clara F. Baldwin, December, 1910. Paper, 25 cents.

### **Publications Reprinted by the League.**

Report on standards of a library training, by A. L. A. Committee, 1905. (o. p.)

The organization of a library in a small town, by Elizabeth D. Renninger, 1906. (o. p.)

How shall a small town make a library beginning? by Alice S. Tyler, 1906. (o. p.)

Buffalo Public Library Graded list of books for schools. 1909. (League ed. o. p.)

Buying list of books for small libraries; compiled by Zaidee Brown. 1910. (League ed. o. p.) New ed. rev. by Caroline Webster, 1913.

Graded list of stories for reading aloud; compiled by Harriot E. Hassler. New ed. 1910. Paper, 10 cents. (o. p.) 3d ed. rev. by Harriot E. Hassler and Carrie E. Scott. A. L. A. pub. board.

### **Publications Issued for the League by the A. L. A. Publishing Board**

Small library buildings, compiled by Cornelia Marvin. \$1.25. (o. p.)

Foreign Book Lists;—German, 50c. Norwegian and Danish, 25c. Swedish, 25c.

Library Tract No. 10. Why do we need a public library?  
Material for a library campaign, by Chalmers  
Hadley. 5c.

Library Handbooks. 15c each.

3 Management of traveling libraries, by Edna D.  
Bullock.

6 Mending and repair of books, by Margaret W.  
Brown. (o. p.) New ed. 1916.

7 U. S. Government documents in small libraries, by  
J. I. Wyer, Jr. (o. p.) 4th ed. rev. 1914.

## ALABAMA

### STATE DEPARTMENT OF ARCHIVES AND HISTORY

(Note: No report was received from Alabama. This is a  
reprint of the report in the 1910 Handbook.)

#### Executive Staff:

Thomas M. Owen, Director, Alabama State Depart-  
ment of Archives and History, Montgomery.

Gertrude Ryan, Library Extension Assistant, Mont-  
gomery.

The work of public and school library extension, and  
allied activities, such as are usually performed by library  
commissions, is carried on under the direction of a Li-  
brary Extension Division of the State Department of  
Archives and History, with headquarters in the State  
Capitol, Montgomery, authorized by act approved March  
5, 1907, and put in operation June 1, 1907.

**Library Legislation:** Library legislation in Alabama is  
quite limited, and yet it is sufficiently comprehensive to  
meet the needs of practically unlimited expansion, with  
the single exception of appropriations for direct aid. These  
laws may be grouped as (1) the statutory provisions for  
the organization and support of a State and Supreme

Court Library; (2) the maintenance of historical and legislative reference collections by the Department of Archives and History; (3) a very few special acts incorporating local library associations; (4) provision for unlimited municipal support; (5) the legislation for the organization of the Library Extension Division. The following is the very comprehensive and elastic provision requiring the organization of this Division:

"It shall encourage and assist in the establishment of public and school libraries, and in the improvement and strengthening of those already in existence; it shall give advice and provide assistance to libraries and library workers in library administration, methods and economy; and it shall conduct a system of traveling libraries."

**Advisory and Promotion Work:** The efforts of the Division, from its very beginning have been directed to arousing and shaping public opinion throughout the state looking to the establishment of new public and school libraries, as well as to the strengthening of those already in existence. This has been done through correspondence, public addresses, and personal visits and advice on the part of the Director and the assistant in charge of the Library Extension Division. The Division responds to all reasonable calls for assistance in the matter of advice and help in developing interest. The press, the club women, and heads of educational institutions have been valuable allies in the movement. There has always been a very close affiliation between the Alabama Library Association and the Library Extension Division of the state. The office of the Extension Division is headquarters of the Association and the work of each is coöperative with that of the other.

**Instruction:** Beginning in 1908, the Division has conducted a five weeks' summer course in library training, which will be offered each year.

Through correspondence, advice, in so far as it is possible, is given on all subjects of library administration,



methods and economy to Alabama librarians and library workers.

**Traveling Libraries:** The first traveling library went out Nov. 4, 1907. Stations have been established mainly in rural communities and schools. During 1910, the Division acquired by gift about one hundred books printed in type for the blind. This forms the nucleus of a collection for circulation among the blind readers of the state.

### **Publications:**

Laws governing the Department of Archives and History, 1907.

Library Extension Circular.

## ARKANSAS

### **Members of Commission:**

Dr. C. H. Brough, chairman, Fayetteville.

Mrs. Eva Massingale, Heber Springs.

Mr. C. W. L. Armour, Fort Smith.

The Commission is merely honorary and was appointed as an entering wedge for something more definite. Its function is chiefly advisory. There is hope next year to have something really constructive to report. The chairman is now governor of the state.

### **Statistical Report:**

Population of State (1910) .....	1,574,449
Number of towns of over 2,000 inhabitants. ....	35
Number of public libraries supported in whole or in part by a tax .....	3
Number of public libraries without tax support .....	2
Number of subscription libraries .....	13
Number of library buildings .....	10
Number of Carnegie buildings .....	3

## CALIFORNIA

## CALIFORNIA STATE LIBRARY

**Trustees:**

R. M. Richardson, President, Sacramento.  
Charles S. Green, Oakland.  
A. H. Hewitt, Yuba City.  
Bradner W. Lee, Los Angeles.  
Allen B. Lemmon, Santa Rosa.

**Executive Staff:**

J. L. Gillis, Librarian.  
M. J. Ferguson, Assistant.  
Harriet G. Eddy, County Library Organizer.  
Mrs. May Dexter Henshall, School Library Organizer.

(These are the names of those only who are closely connected with the extension.—Ed.)

**State Library Plan for Library Service:** The California State Library carries on the work which in many states is under the supervision of a library commission. California has a plan for unifying library service which endeavors to make it economical, equal and complete for the whole state. In this plan each county establishes a county free library, which serves the residents of that county, primarily those of the rural districts. All existing library activities in the county may coöperate with this county free library, thus avoiding duplication of material and service. The work of the State Library in this plan is two-fold— (1) to help in the organization of the county free libraries; (2) to supplement the service given by the established county free libraries.

**Aids in Organizing:** To help in the organization, there are two library organizers. One explains the plan and its operation to the people of the county and to the su-



pervisors, who have the power to establish county free libraries. The other is a school library organizer, who explains to the school people the way in which school libraries may coöperate with the county free library and receive the benefits of the service.

**Aids in Service:** Each county free library builds up a collection of books that are in most constant and general demand in that county, such as fiction and children's books, which the State Library does not buy. The service is then supplemented, free of all cost, by the State Library. The State Library can furnish all kinds of unusual material, because it combines in one institution so many departments that in some states are carried on by independent organizations. As such may be listed the Law Department, the Documents Department, including Legislative Reference work, the California Department, corresponding to historical association collections in other states, and the Books for the Blind Department. Besides these collections and the general reference collection, the State Library has the Sutro Branch, located in San Francisco, which, as soon as it can be made available, will be especially useful to the student who needs the rare and unusual book. Requests for supplementary service are all sent from the county free library headquarters to the State Library, even the clubs and schools applying to their county library first, so that local material will be sure to be used.

**State Library School:** To aid in developing the plan for unified library service in California, the State Library is conducting a library school, where, in a one year's course, the students are given not only instruction in library technique, but also a thorough understanding of California library law and conditions. The graduates have for the most part been employed in the State Library and in the county free libraries where they are assisting in giving complete library service to the people of the state.

**Publications:**

(A selected list of those publications relative to libraries of California.—Ed.)

News notes of California libraries. Vol. 1. May, 1906-date. Monthly, May, 1906-Dec., 1906. Quarterly Jan. 1907-date. Vol. 11 current.

Descriptive list of the libraries of California, containing the names of all persons who are engaged in library work in the State. 1904.

Library laws of the State of California, 1913. (With rules and regulations for the government of the California State Library . . . )

— Same, Supplement. 1915.

California county free library law. 1911.

California county free libraries; two questions often asked. Reprinted from News Notes of California Libraries, October, 1911. 6th ed., 1915.

California county free library law, and circular of information for applicants for certificates of qualification to hold office of county librarian in California. Reprinted from News Notes of California Libraries, April, 1911. 3d ed., 1914.

California county free library service to schools. 3d ed., 1915.

California library service: economical, equal, complete. 1915.

Preliminary announcement of the California State Library School, October, 1913.

Announcement of the California State Library School, 1914-15. March, 1914.

Circular and announcement of California State Library School, 1915-16. December, 1914.

— Same, 1916-17. December, 1915.

Extension Department. News Notes. May, 1906 to January, 1909. Monthly, May-Dec. 1906. Quarterly, Jan. 1907-Jan. 1909. (o.p.)

Extension Department. News Notes. November 1 to December 1, 1905. January 1-April 1, 1906. (o.p.)

Extension Department. Public Libraries Division, Circular. No. 1: Why a town should incorporate, 1906; No. 2: Laws of California relating to public libraries, 1906; No. 3: Magazine exchange, 1907. (o. p.)

Traveling Libraries Department.

Circular No. 1: Traveling libraries; rules for lending. 1903.

——— Same, 2d ed. 1903. (o. p.)

——— Same, 3d ed. 1905. (o. p.)

——— Same, 4th ed. 1906. (o. p.)

——— Same, 5th ed. 1910. (o. p.)

No. 2: Study club libraries; rules for lending. 1906. (o. p.)

Traveling Libraries Department. Finding lists, traveling libraries 1-47, 1903-1909. (o. p.)

## COLORADO

### COLORADO BOARD OF LIBRARY COMMISSIONERS

#### Members of the Commission:

Chalmers Hadley, President.

Charlotte A. Baker, Librarian State Agricultural College, Fort Collins, Secretary.

C. Henry Smith, Librarian University of Colorado, Boulder.

Albert F. Carter, Librarian State Teachers' College, Greeley.

Mrs. Grace Ellen Smith, North Denver High School.

The state's library work in Colorado is in three parts. The state library itself is under the jurisdiction of the superintendent of public instruction who is ex officio librarian and who appoints an assistant to act as state librarian. The Board of Library Commissioners is appointed by the governor and consists of five persons. This work con-

sists of the advisory and organization work done by public library commissioners usually.

Since the appropriation comes so low in the classified appropriations, this Board has had no funds from the state for several years. Four of the five members of this Board are active librarians, however, and considerable work had been done in an advisory way, but this is volunteer service.

#### COLORADO TRAVELING LIBRARY COMMISSION

##### **Members of Commission:**

Mrs. Fannie Galloway, President.

Mrs. J. D. Whitmore.

Mrs. L. G. McHugh.

Mrs. W. D. Wright.

The traveling library work in Colorado is under the third commission, i. e. the Traveling Library Commission. The members of this Commission are appointed by the governor from names submitted by the Colorado Federation of Women's Clubs. The appropriation is about \$4,000 every two years, and this Commission's activities are limited to the traveling libraries.

[Note. No report. This information was acquired from one not connected with the Commission.]

#### CONNECTICUT

##### CONNECTICUT PUBLIC LIBRARY COMMITTEE

##### **Names of commissioners or trustees:**

Charles D. Hine, Chairman, Hartford.

Caroline M. Hewins, Secretary, Hartford.

Henry A. Tirrell, Norwich.

George A. Conant, Windsor Locks.

George J. Vogel, Torrington.

##### **Executive Staff:**

Mrs. Belle Holcomb Johnson, Visitor and Inspector of Libraries.

Frances Sheehan, Clerk.

**History of Commission:**

Date of establishment, 1893.

How established—by statute providing for appointment of the committee by the State board of education.

**Public Libraries:**

Aid in establishing—Members of the committee and the library visitor visit towns and assist in campaigns to establish libraries.

Direct aid—If a town appropriates \$200 or less for the establishment of a public library, the state will give an equal amount in books. If a town appropriates \$100 or less annually for the maintenance of a public library, the state will give an equal amount in books. The lists of books sent in by the town are revised and approved by the committee before the grant is allowed.

Periodical exchange—None.

Advisory work—Done through correspondence and visits.

Visits—Members of the committee and the visitor and inspector visit libraries. The visitor and inspector presents to the committee monthly reports of visits.

Organizing—At the expense of the committee, the visitor and inspector spends as much time as possible with small libraries, directing the organization and cataloging.

**Legislative:**

Drafting bills—None.

Reference—None.

**Instruction:** The instructional work of the committee is done through the visits of the visitor and inspector and through the summer library class, two weeks in length, called the library institute, held annually since 1909, and Institute and District Meetings—Neighborhood meetings



are held at irregular intervals, at points where there seems to be special need or opportunity. These include eight or ten towns.

**Institutional Libraries:** Libraries at the Connecticut state prison and the Connecticut reformatory have been visited and the librarians have received advice and assistance. Libraries in the County homes for children and the Connecticut industrial school for girls have been selected by the committee, and the latter has been organized and cataloged. The connection with the institutional libraries has come about through the requests of the directors, not through legislation.

**School Libraries:** School libraries receive grants from the state for the purchase of books. They receive assistance in selection and purchase of books and in organization and cataloging from the committee.

**Visits—**School libraries are visited by the committee and the visitor and inspector, but less systematically than public libraries.

**Instruction—**Instruction is given, at the requests of school supervisors and committee, at teachers' meetings. Teachers and school librarians are also received in the summer library class.

**Traveling Libraries—**See next main heading.

**Traveling Libraries:** The traveling libraries consist of libraries of a general character, circulated among neighborhoods and public libraries; libraries for school use, circulated among schools; libraries on special subjects, accompanied by pictures, loaned to clubs and libraries; libraries in foreign languages, circulated among neighborhoods and libraries; libraries on agriculture and general topics, circulated among granges; and home libraries, loaned to individuals and families. In addition to the collections owned by this committee, libraries loaned by the Connecticut society of Colonial Dames, the Connecticut

Audubon society and by women's clubs are circulated among neighborhoods and schools.

Visits—Traveling library stations are visited irregularly.

**Study Club Work:** Study clubs receive the traveling libraries. A collection of club programs is on file in the office for the assistance of program committee. Letters are sent to all federated clubs annually offering assistance in preparing programs and traveling libraries.

**Work with Blind:** None.

**Documents:** See list of publications in print and out of print.

**Picture Collections:** The committee has a collection of miscellaneous pictures, framed and unframed, a part owned by this committee and a part owned by the Connecticut Society of Colonial Dames and the Connecticut Audubon Society. These are loaned to libraries, schools and clubs.

**Other Work:** The book wagon, which might properly come under the heading "traveling libraries," seems not to have been mentioned in earlier reports. At one time the committee delivered books from house to house on six routes in five towns, the trip on each route occupying a day. Each route was covered once in six weeks. Three routes have been discontinued, because of lack of funds. A public library has been established in one town from which the book wagon service was withdrawn. During the year under consideration the trips were irregular, because of the expense, but three routes were maintained.

**New Legislation:** The legislature of 1915 increased the appropriation for the expenses of the committee, inspection of libraries, clerical assistance, etc., to \$4,000 annually and the appropriation for purchasing books for libraries receiving grants from the state to \$10,000 annually.

**Publications in Print:****Year Published and No. of Document—**

1. What a free library does for a country town. 1894.
2. Circular to public libraries. 1894.  
(Annual Lists of books, 1897-1903.) 1898-1904.
3. Books on the Far East. 1904.
5. Address at the reopening of the Acton library, Old Saybrook, June 30, 1904, by Reverend Samuel Hart, D. D. 1904.
7. Free public libraries: law and method of obtaining state grant. 1904.
8. The development of public libraries within the bounds of old New Haven colony, by Henry W. Whitney. 1904.
1. The public library and its critics, by H. W. Whitney. 1906.
3. Selected list of literature relating to American forests and forestry. 1906.
1. Grange circulating libraries. Series B. 1908.
2. Grange circulating libraries. Series C. 1908.
1. Novels and children's stories. 1909.
2. Traveling school libraries loaned by the Connecticut Society of Colonial Dames of America. 1909.
1. Address of Simeon E. Baldwin at the laying of the corner-stone of the Connecticut State Library. 1910.
4. Suggestive list of periodicals. 1910.
2. Selected list of books published in 1910 recommended to libraries. 1911.
3. Reading clubs for boys and girls. 1911.
4. Report of the Connecticut public library committee, 1910-11. 1911.
5. Novels and children's stories of 1911. 1911.
2. List of books published in 1911. 1912.
1. Helpful books on education. 1913.
2. Helps in library work with children. 1913.

3. Christmas references. 1913.
1. Suggestive program for Library day. 1915.
1. Suggestive program for Library day. 1916.

### Publications Out of Print:

Year Published and No. of Document—

1. Circular relating to public libraries. 1893.
1. Report of the Connecticut public library committee. 1895.
2. Circular relating to public libraries. 1895.
3. Books of current year recommended to town and village libraries. 1895.
1. Part 1, Books of 1895; part 2, Books of 1896; part 3, Books for the beginnings of libraries. 1897.
2. Report of the Connecticut public library committee. 1897.
3. Circular relating to public libraries. 1897.
4. Suggestions for the smallest libraries. 1897.
5. School libraries. 1897.
1. Books for school libraries. 1899.
2. Books on farming, gardening, etc. 1899.
4. Books on United States history. 1899.
5. Traveling school libraries loaned by the Colonial Dames society. 1899.
6. Pictures loaned to schools by the Colonial Dames society. 1899.
7. Traveling libraries given by (1) Woman's club, Norwalk; Authors' club, Bridgeport; (3) Women's club, Waterbury. 1899.
8. Traveling libraries loaned by Charles H. Leeds. 1899.
1. Books for school libraries. 1900.
2. Traveling libraries loaned by Audubon society. 1900.
4. Pictures loaned to school by the Colonial Dames society. 1900.

1. Traveling school libraries loaned by Audubon society. 1901.
2. Books on science and useful arts adapted to children. 1901.
3. Mounted pictures and picture bulletins. 1901.
5. List of books for school libraries. 1901.
6. Traveling school libraries loaned by Colonial Dames society. 1901.
8. Report of the Connecticut public library committee, 1897-1900. 1901.
9. Titles of books in libraries loaned by Charles H. Leeds. 1901.
1. Law relating to public libraries. 1902.
2. Method of obtaining state grant to public libraries. 1902.
3. Traveling school libraries loaned by Colonial Dames. 1902.
4. Traveling school libraries, stereopticon slides and charts loaned by the Audubon society of Connecticut. 1902.
1. Pictures loaned by the Colonial Dames society. 1903.
2. Traveling school libraries loaned by Connecticut society of Colonial Dames of America. 1904.
6. List of portfolios of pictures loaned by the Colonial Dames society. 1904.
2. List of library directors. 1906.
4. List of pictures framed and unframed to be loaned to school libraries. 1906.
3. Helps in library work with children. 1909.
4. Novels and children stories of 1908-09. 1909.
5. Report of Connecticut public library committee, 1906-07-08. 1909.
6. Thanksgiving references. 1909.
2. Arbor and bird day references. 1910.
3. Selected list of books published in 1909 recommended to libraries. 1910.
1. Helps in library work with children. 1911.
1. Memorial day references. 1912.



4. Suggestive program for Library day. 1912.
3. Thanksgiving references. 1913.

## DELAWARE

### DELAWARE STATE LIBRARY COMMISSION

#### **Members of the Commission:**

Daniel W. Corbit, President, Odessa.  
Mrs. James W. Anthony, Smyrna.  
Arthur L. Bailey, Wilmington.  
Mrs. C. E. Burchenal, Wilmington.  
Henry P. Cannon, Bridgeville.  
Mrs. Charles R. Miller, Wilmington.  
George H. Murray, Viola.  
Margaret Orr, Lewes.  
Mrs. Henry Ridgely, Dover.

#### **Executive Staff:**

Thomas W. Wilson, State Librarian, Dover.  
Ida V. Culbreth, Librarian, Dover.

#### **In Charge of Book Wagons:**

Ethelwyn J. Maloney, New Castle county.  
L. Beatrice Mast, Mrs. Wm. Schabinger, Mrs. Mary  
Garrison Slaughter, Kent county.  
Mary L. Hopkins, Sussex county.

The State Library Commission was established in 1901 to promote the establishment of free public libraries and to give assistance and advice in the administration of libraries. It is possible for any school district in the state to establish a public library, and this can be done by popular vote or without such vote.

Direct Aid—An amount equal to one-half the minimum amount authorized to be raised in districts of its class may be given annually to each public library. This varies from \$12.50 to \$250.

**Traveling Libraries:** The Commission maintains a system of traveling libraries. One hundred and seven of these libraries are fixed groups of from thirty-five to fifty volumes each. They are loaned for three months with the privilege of renewal. From the open shelf collection loans are made to Women's Clubs, to teachers and to individuals pursuing special lines of study.

**Book Wagons**—The Commission maintains book wagons which deliver books from house to house on country routes in New Castle, Kent and Sussex counties. In Sussex county alone in eight months twenty-four trips were made, and two hundred seventy-six families were visited each month. The purpose of these book wagons is to supplement in a way the work of the schools, but mainly to inculcate a love of good books.

#### **Publications in Print:**

An Explanation of the Modes of Establishing Free Libraries in Delaware.

Biennial Reports, 1906-1907-08, 1909-10, 1911-12, 1913-14.

Circular of Information.

The Story of a Bookwagon.

#### **Financial Report:**

1915

Annual appropriation .....	\$3,200.00
Books and binding .....	1,164.50
Salaries, librarian .....	600.00
Direct aid. \$100.00 a year for books from Federation of Women's Clubs.	
Traveling expenses of members of the commission.....	50.69
Postage .....	37.59
Printing .....	38.95
Traveling library cases .....	88.75
Periodical subscriptions and organization dues.....	31.00
Express, freight .....	8.53
Office supplies and furniture.....	310.93

**Statistical Report:**

1915

**Traveling Libraries:**

Number of volumes in fixed groups—about.....	4,832
“ “ “ “ open shelf — “ .....	2,500
“ “ “ sent from office .....	7,158
“ requests filled .....	520
Individuals served .....	364
Schools .....	102
Other organizations served .....	51
Public libraries .....	3
Population of state .....	202,322
Number of towns of over 2,000 inhabitants.....	7
“ “ public libraries supported in whole or in part by tax .....	3
“ “ public libraries without tax support.....	3
“ “ subscription libraries .....	3
“ “ library buildings .....	1

**GEORGIA****GEORGIA LIBRARY COMMISSION****Commissioners:**

Mrs. John King Ottley, Atlanta, Chairman.

Otis Ashmore, Superintendent of Schools, Savannah.

Tommie Dora Barker, Librarian, Carnegie Library,  
Atlanta.

R. P. Brooks, University of Georgia, Athens.

Mrs. Maude Barker Cobb, State Librarian, Atlanta.

**Executive Officer:**

Susie Lee Crumley, Organizer.

**History:** The Georgia Library Commission was established in 1897. The Commission consists of five members appointed by the Governor for a term of three years. At a meeting of the Commission in 1906 the position of Organizer was established and Mrs. Percival Sneed was elected to fill this position, which she held until her resignation in 1915.

The Commission was established to “give advice and

counsel to all libraries in the State and to all communities which may propose to establish them, as to the best means of establishing and administering such libraries, the selection of books, cataloging and other details of library management. The Commission may also send its members to aid in organizing new libraries or improving those already established." The Commission has had no appropriation since its organization, but through the co-operation of the Carnegie Library of Atlanta has rendered much assistance to all library activities in the South.

## IDAHO

### IDAHO STATE LIBRARY COMMISSION

#### Members of Commission:

Joseph H. Peterson, Attorney General, Chairman.

Miss Bernice McCoy, Superintendent of Public Instruction.

George R. Barker, Secretary of State.

M. A. Brannon, President of the University of Idaho.

#### Executive Staff:

Miss Bernice McCoy, Secretary.

Miss Margaret S. Roberts, Librarian.

The State Library Commission operates a system of traveling libraries under the control of the Superintendent of Public Instruction, who is ex-officio secretary of the Commission.

The libraries consist of 50 books each and are loaned to any community in the state upon application of six taxpayers, remaining at each station four months. A competent person is appointed librarian and is made responsible for the books. The expense of transportation, which is a very large item in this state, is borne by the Commission.

**Publications:**

Biennial Reports. In print. 1911-1912. 1913-1916.  
—— Out of print. 1901-1903, 1905-1906, 1907-1908,  
1909-1910.  
Booklet of Library Laws.  
Single Loan List.

## ILLINOIS

## ILLINOIS LIBRARY EXTENSION COMMISSION

**Members of the Commission:**

Lewis G. Stevenson, Secretary of State, Chairman.  
Mrs. Eugenie M. Bacon, Decatur.  
Joseph Hewett Freeman, Aurora.

**Executive Officers:**

Anna May Price, Secretary.  
L. Ruth French, Library Assistant.  
Esther Skoog, Stenographer.

**History of Commission:** The Illinois Library Extension Commission was established in July, 1909, by an Act of the Forty-sixth General Assembly. The Commission consists of three members, the Secretary of State and two appointed by the Governor, Secretary of State and Superintendent of Public Instruction. The term of office for the two latter is for two years, one being appointed each year.

The Commissioners serve without salaries and have the appointment of the executive staff, all of whom are under state civil service.

**Public Libraries:** The secretary of the Commission endeavors to aid and direct the establishment of new libraries by means of correspondence, visits and addresses before clubs, organizations and public mass meetings. In every case the effort is made to levy the maximum tax



of two mills and to establish the library on the largest unit possible under the present law, which is the one political township. The Commission furnishes to all new libraries, lists of books for first purchase, lists of necessary supplies and in many cases has had charge of the work of organizing the library.

Plans of library buildings are loaned and advice given upon best interior arrangement for the most efficient service.

By means of visits, conferences and correspondence the secretary advises upon many problems of administration, trained service, rural and city extension, and interpretation of library laws. The Commission furnishes blanks for daily, monthly, annual and financial statistics. Reports are requested from all libraries. These form a basis of statistical tables published in the Commission report.

The Commission renders aid in the reorganization of libraries, including classification, accessioning, charging system and shelf list.

**Instruction:** The University of Illinois Library School offers a two-year course in Library Science. It also offers a summer course of six weeks. The course is open to librarians and assistants under appointment. Elementary instruction is given in classification, technical records, selection of books, reference work and children's literature. The Secretary of the Commission is one of the lecturers. She also holds personal conferences with all Illinois students in attendance.

**Library Institutes:** The state is divided into districts for purpose of holding institutes. Trustees and librarians are both invited to these conferences which are for the purpose of discussing problems of administration, technical records and developing work of the libraries.

**Institutional Libraries:** The Commission has supplied lists of books for purchase for several of the state institu-

tions and distributed to all of them pamphlets and leaflets of interest. It has also organized the library of one of the largest hospitals. The next report of the Commission will contain full statistics of these institutions.

The State Board of Control is in perfect sympathy with the work of the Commission and much more intimate relations could be maintained if the Commission had a larger executive staff.

**School Libraries:** Books are loaned in fixed groups and special collections to rural, village and township high schools. Much reference work for debates, essays and themes is also done.

**Traveling Libraries:** Collections of books are loaned to individuals, clubs, associations, churches, groups of taxpayers, schools and libraries. The loans are for a period of from one to three months with renewal privileges. The only cost to the borrower is the transportation charges to and from Springfield. Small packages are sent by parcel post or express, the large cases by freight. The books loaned to the rural schools are in fixed collections of 25 volumes each.

The remainder of the Commission library is a miscellaneous collection on open shelves. It is classified by the Decimal classification and covers almost every subject. The traveling library collections are selected according to each request made and include from ten to fifty volumes.

**Study Club Work:** A large collection of club programs and study outlines are kept on file in the Commission office and new subjects are outlined as required. Ever increasing demands are made for club and study class material. These requests for books and periodicals are supplied from the Commission's open shelf collection.

**Picture Collections:** The Commission has recently acquired the following collections of pictures, which are

loaned for the purpose of study or exhibits. Only charges made are those of transportation.

30 Imperial gravures of the masterpieces.

32 color prints of pictures owned by Art Institute, Chicago.

55 plates illustrating life of Christ.

100 miscellaneous.

40 slides illustrating social survey of Springfield.

### Financial Report: July 1, 1914—June 30, 1915—

Unexpended balance .....\$2,197.72

Annual appropriation ..... 3,570.00

#### Expenditures:

Books and binding ..... 1,481.00

Salaries ..... 2,979.40

Direct aid .....

Pamphlets for distribution.....

Traveling expenses ..... 287.91

Express, freight and cartage..... 47.36

Postage ..... 70.00

Printing (state courtesy).....

Office supplies and furniture..... 28.83

### Expenditures by Departments:

Direct aid .....

Field work, traveling expenses.....\$ 287.91

Instruction .....

Traveling libraries: Books, postage and express..... 1,481.00

Legislative reference: " " " " ..... 47.36

Educational reference: " " " " ..... 70.00

### Statistical Report:

Number of visits made to libraries..... 109

" " " " " traveling library stations (not public libraries). ....

#### Traveling libraries:

Number of volumes in fixed groups.....2,575

" " " " open shelves .....6,425

" " " and pamphlets sent from office (not including renewals) .....9,099

Number of volumes renewed. Statistics not kept.....

" " requests filled ..... 422

Groups of taxpayers served..... 42

Individuals served ..... 67

Schools served .....	141
Institutions served .....	2
Study clubs served .....	7
Other organizations served .....	15
Libraries served .....	82
Public libraries:	
Population of state .....	5,638,591
Number of towns of over 2,000 inhabitants.....	192
"    " public libraries supported in whole or in part	
by a tax .....	181
Number of public libraries without tax support, endowed..	11
"    " subscription libraries, some are free to public	60
"    " library buildings .....	39
"    " Carnegie buildings .....	101

## INDIANA

## PUBLIC LIBRARY COMMISSION OF INDIANA

**Members of the Commission:**

Mrs. Elizabeth Claypool Earl, President, Connersville  
 Jacob P. Dunn, Indianapolis.  
 William W. Parsons, Terre Haute.

**Executive Staff:**

Henry N. Sanborn, Secretary and State Organizer.  
 Carrie E. Scott, Assistant organizer.  
 Elizabeth C. Ronan, Assistant organizer.  
 Grace L. Horne, Assistant in charge of traveling libraries.  
 Elizabeth Ohr, Assistant.  
 Elizabeth B. Noel.

**History:** The Public Library Commission of Indiana was established by legislation in 1899 through the efforts of the State Federation of Women's Clubs and those of Mr. Jacob P. Dunn. The Federation was interested in establishing a traveling library system, and Mr. Dunn was especially interested in reviving the old township libraries or in some way increasing the public library facilities of

the state. The members of the Commission are appointed by the governor, each for a term of four years. At first, the state librarian was, ex-officio, the secretary of the Commission; but the law was later amended so as entirely to separate the Commission from the State Library. The secretary and state organizer, as now appointed by the commission, is the executive of the commission, responsible to them.

**Public Libraries:** Most of the funds of the commission and of the time of the staff is devoted to the public library interests of the state. The secretary gives almost all of his time and the two assistant organizers their entire time to this work. The secretary through correspondence, public addresses, and visits is constantly urging and aiding the establishment of new libraries. He also meets with each new library board at the time of or soon after its organization. The secretary also visits libraries and meets the library board in an advisory capacity.

The assistant organizers are nearly all the time in the field, visiting libraries or organizing book collections. It is the purpose to visit each library once a year, and although this has not yet been entirely realized, in 1915-1916 about 250 visits will have been made by the staff, including organization visits of from three days to three weeks. In this organization, all technical work except cataloging is done. All traveling expenses, including living expenses during organization visits are paid by the Commission.

No direct aid in the form of money or book grants is given.

The periodical exchange, recently given up by the State Library, was taken over by the Commission, but the demands from the libraries are now very few.

Very valuable aid is given many of the smaller public libraries by lending them traveling library collections to use in their rural work or work with schools.

Advice is constantly given through correspondence on



all matters of administration, library buildings, and book selection.

**Legislative:** All legislative reference and drafting of bills is done in Indiana by the entirely independent Bureau of Legislative Reference.

**Instruction:** The law which created the commission makes it obligatory to give courses of instruction. To this end a school of six weeks' duration is conducted every summer, with a yearly attendance of from thirty to forty students. The Commission staff act as instructors, and if necessary additional instructors are engaged. There are also at each session a number of visiting lecturers. The curriculum consists of instruction in the elements of library science. No one is admitted who has not had a four years' high school course and who is not filling, or appointed to, a permanent library position. No students are now admitted from out of Indiana. This school trains not only librarians of small libraries but assistants from the very largest libraries; and some of the larger libraries make this course a requirement for certain grades of service. High school librarians are also admitted.

**District Meetings:** According to the constitution of the Indiana Library Association, the officers of this association and the Secretary of the Public Library Commission form a committee on district meetings. The State is divided into districts in each of which at least one meeting is held annually. The secretary of the Commission makes an outline of the topics for discussion, which is printed in the "Library Occurrent"; arranges for the time and place of the meeting with the secretary whom he appoints in each district; and he or some other member of the Commission staff attends at least one meeting annually in each district.

**Institution Libraries:** One of the assistant organizers

if given immediate charge of the work with libraries in state institutions, and wherever there is a library of any size, she visits each institution one or more times a year. The Commission in the past has organized the book collections of nine of the seventeen state institutions (nearly all that are doing active library work) and has materially aided in matters of book selection. Three of the institution librarians have been trained in the Commission Summer School.

**Traveling Libraries:** According to law, only groups of five or more persons can borrow traveling libraries. This includes public libraries, clubs, granges, and schools and other organizations. All reference work is done by the State Library, which serves individuals and schools and other organizations with a limited number of books for two weeks. The Commission, therefore, confines its traveling library service to supplying general reading and special collections to neighborhood groups, study clubs, schools, and other similar organizations. Not having to hunt reference material, the traveling library staff can circulate a maximum number of books with a minimum of time and labor. The traveling libraries in Indiana are considered, though important, as secondary to work in the public library field. They are thought of as temporary and as a means to the end of public library privileges for every citizen of the state. No special visits to traveling library stations are made. For a number of years, the requests have exceeded the resources of the department.

**Study Clubs:** The commission will aid any club in making an outline of study, but almost universally in Indiana the clubs either make their own outlines or depend upon the extension divisions of the State Universities, or other organizations such as the Parent-Teacher's Association and the Herron Art Institute. The Commissioner has deliberately tried to co-operate with these organizations, especially the Agricultural Extension Division and

the University Extension Division. These divisions make outlines on any subject and make it a practice to refer the clubs to the Traveling Libraries for books. In reciprocation the Traveling Library staff instead of making outlines, wherever possible, refers the club to the organization co-operating, with the promise of books.

**Work with the Blind:** The State Library, not the Commission, owns and circulates books for the blind.

**Documents:** According to the law creating the Commission, it may distribute, as may also the State Library, state documents, but in practice it distributes only its own report.

**Picture Collections:** A few pictures and stereoscopic views are owned for use in the Traveling Library Department, but these are not being added to. The John Herron Art Institute, of Indianapolis, has a large collection of photographs which it will lend to any organization in the state.

The Commission manages and arranges schedules for the Indiana Art Club. There are now forty-five exhibits, covering fine and useful arts, natural history, and geographical views. The expenses are partly met by membership dues from the libraries, although the Commission has met most of the cost of these exhibits.

**School Libraries:** The Commission will organize any school library on the same conditions as public libraries. During the period of organization, the organizer often talks to the teachers and pupils on the use of the library. During the year 1915-16 ten school libraries were organized. It is the plan in the future to have one organizer devote nearly her whole time to visiting and organizing school libraries and giving instruction in the use of the library. School librarians are admitted to the Summer School. Many traveling libraries are lent to schools.

**Other Work:** The Commission publishes quarterly the "Library Occurrent" which it distributes free. It also gives the "A. L. A. Booklist" to all libraries with annual incomes of less than \$5,000. Many other lists and publications are distributed.

### Publications:

Graded list of stories for reading aloud; compiled by Harriot E. Hassler. 1910. o. p. Rev. ed. published by A. L. A.

Important laws of Indiana relating to public libraries and the Public Library Commission of Indiana. Rev. ed. 1914.

Library development and the Public Library Commission of Indiana. 1908.

Library Occurrent. Quarterly. V. 1, 1906-1908; V. 2, 1908-1911; V. 3, 1911-1914; V. 4, Ja. 1915-. (V. 1, Nos. 1-4; 9. V. 2, Nos. 1; 3; 11. o. p.)

Report, 1901-04. o. p. 1906-08; 1908-10; 1910-12; 1912-14; 1914-16.

Graded list of books for schools in the traveling libraries.

Sources for obtaining material for miscellaneous picture collection.

List of pictures for children's rooms.

Helps in the selection of children's books.

List of picture books by good illustrators.

List of illustrated books for boys and girls.

### Financial Report:

	Expenses for Oct. 1, 1914— Sept. 30, 1916	Budget for Oct. 1, 1915— Sept. 30, 1916
Annual appropriation .....	\$12,500.00	\$12,500.00
Books and binding .....	2,653.54	2,000.00
Salaries (including shipping clerk and extra help) .....	6,787.92	7,350.00
Pamphlets for distribution.....	110.65	150.00
Traveling expenses .....	989.09	1,200.00
Express, freight and cartage.....	54.63	75.00

Postage .....	373.65	400.00
Printing, office supplies and furniture....	976.56	800.00
Traveling library boxes.....	52.40	25.00
Periodical subscriptions and organization dues .....	51.10	45.00
Summer school .....	248.95	300.00
Miscellaneous (clipping service).....	60.00	60.00

### Statistical Report, 1914-1915.

Number of visits made to libraries.....	159
“ “ “ “ “ traveling library stations (not pub- lic libraries) .....	0
Traveling libraries, about.....	15,000
Number of volumes in fixed groups, about.....	2,000
“ “ “ “ open shelves .....	13,000
“ “ “ sent from office (including renewals) ..	45,587
“ “ requests filled .....	778
Groups of taxpayers served.....	125
Individuals served .....	0
Schools served .....	103
Study clubs served .....	53
Other organizations served (public libraries).....	46
Public Libraries:	
Population of state .....	2,700,876
Number of towns of over 2,000 inhabitants.....	111
“ “ public libraries supported in whole or in part by a tax (1915-1916).....	187
Number of public libraries without tax support.....	6
“ “ library buildings (public).....	149
“ “ Carnegie buildings (public 138; college 2)...	140

## IOWA

### IOWA LIBRARY COMMISSION

#### Commissioners:

#### Ex Officiis

Johnson Brigham, Chairman, State Librarian, Des Moines.

Thomas H. Macbride, President State University, Iowa City.

A. M. Deyoe, State Supt. of Public Instruction, Des Moines.



**Appointed by Governor for Term of Five Years**

Mrs. Horace M. Towner, Corning.

Mrs. Henry J. Howe, Marshalltown.

Mrs. A. J. Barkley, Boone.

W. R. Orchard, Council Bluffs.

**Executive Staff:**

Julia A. Robinson, Secretary and Director of Library Extension.

Reba Davis, Librarian Traveling Library.

Mary E. Marks, Reference Assistant.

Gretta Smith, Organizer.

Hazel Clark, Cataloger.

Emma Holt, Clerk and Stenographer.

Sadie Lewis, Stenographer.

Florence Price, Traveling Library Assistant.

Ruth Gass, General Assistant.

**History:** The Iowa Library Commission was created by act of the legislature in 1900 and began activities in October of the same year. The Traveling Library was transferred from the State Library to the Library Commission in 1902 and the law revised; the appropriation of \$2,000 in 1900 has been increased from time to time.

**Public Libraries:** No financial aid is given to the public libraries by the State of Iowa, but the Library Commission co-operates with local communities in the establishment of libraries through correspondence and personal visits on the part of the secretary to aid in arousing interest in the formation of a library association, or the submission to a vote for the establishment of a library; in building plans, equipment and book selection and the organization of the library according to modern methods.

**Advisory Work:** To libraries already established help is also given in book selection and buying, administrative problems, publicity and all matters which make for better service on the part of the library.

**Visits:** To this end visits are made by the secretary to

as many libraries of the state as possible each year, for conferences with librarians and library boards, for encouragement and instruction and the stimulation of library interest and library matters in the state.

**Organizing:** In addition to such help as is given by the secretary, trained organizers are employed to assist libraries with small incomes in the technical work connected with the organizing and cataloging of these libraries.

**Periodical Exchange:** A periodical exchange is maintained to aid small libraries in completing sets of standard periodicals. The collection for this purpose comes from all parts of the state in the shape of generous contributions of magazines.

**Legislative: Drafting Bills:** This department is under the state law library.

**Reference:** Reference work with clubs, debating societies, high schools, other organizations and individuals is a very important part of the Traveling Library work. For this purpose a large general loan collection is maintained from which books are loaned singly or in groups on the same conditions as are the fixed groups.

**Instruction:** A summer school for library training is conducted by the State University of Iowa as a regular department of its summer session, and while the secretary does not act as director, as in former years, a close co-operation between university and commission exists in the conduct of this school, and the course in library administration and other lectures are given by the secretary.

A helpful feature of the school in recent years has been a library week during which are grouped the lectures of a more general and inspirational character, and special effort is made to secure the attendance of librarians throughout the state.

**District Meetings:** In co-operation with the Iowa Library Association a series of district meetings are held each spring. The programs are of an informal character, being really round tables participated in by all present. The subjects include the more detailed problems of the small libraries than can be considered at the state meetings, and coming nearer to the small libraries both geographically and in subjects discussed, these meetings have proved themselves very helpful, as evidenced by the increasing number of librarians and trustees in attendance. The president of the Iowa Library Association and the secretary of the Library Commission attend all the meetings and aid by their presence and participation in bringing a broader viewpoint to the discussions.

**Institutional Libraries:** Though trained supervision of the institutional libraries in Iowa was brought about by the efforts of the secretary of the Library Commission, the supervising librarian of the institutional libraries works under the Board of Control of the State Institutions of Iowa. Nevertheless, the Commission co-operates most heartily in this work.

**School Libraries:** Books from the Traveling Library in fixed groups or from graded lists issued by the Department of Education are loaned to schools, and assistance is given as far as possible in the organization of school libraries. School librarians are also admitted to the summer school for library training.

**Traveling Libraries:** The Iowa Library Commission maintains a Traveling Library as an important department of its work. This library consists of two collections: (a) fixed groups of fifty volumes for general reading by adults and children, (b) a general loan or subject collection from which books are loaned to meet the specific needs of study clubs, debating societies, farmers' clubs and other organizations, also to schools and individual borrowers.

All loans are made for three months with privilege of extension of time, and at the cost to the borrower of transportation only. The large number of Traveling Library stations and the comparatively small staff make many visits to traveling library stations impossible.

**Study Club Work:** A very large amount of reference work is done for the study clubs and club women of the state, many of whom depend entirely on the Traveling Library for material for their year's programs. Books are loaned to the clubs or to individual club women in response to requests for definite titles or to cover a specific subject.

In addition to the loaning of books to the clubs, the Commission co-operates with the Iowa Federation of Women's Clubs in providing and loaning study club outlines on a large number of subjects. They may be borrowed for two weeks and copied in whole or in part.

**Work with the Blind:** A collection of books for the blind in New York point is a part of the Traveling Library. These books are loaned free to all the blind readers of the state.

**Picture Collections:** Believing that the educational function of pictures correlates with that of books the Library Commission some years ago made a beginning in the circulation of pictures through the Traveling Library, both for exhibit purposes and for study club and school use. The requests for these collections have increased to such an extent that the Commission has felt justified in extending its work in this department by the addition of new exhibits as funds allowed. The reports received from libraries and study clubs making use of the exhibit collections give evidence that they are of both educational and recreational value. The period of loan is two weeks, and the only charge the cost of transportation.

**Other Work:** Statistics of the libraries of the state are collected and published for the guidance of trustees, and for inclusion in the Biennial Report and the Iowa Official Register. Blanks for this purpose and for records in local libraries are provided by the Commission.

**Publications:** Iowa Library Quarterly; 1901 to date.

Leaflets:

Iowa Library Commission laws.

Iowa Library Commission; Its purpose and activities.

Shall a free public library be established? (Public Library Laws.)

Making a library beginning.

Rural extension of public library privileges. (Laws.)

Good reading for your neighborhood.

Free traveling library of the state of Iowa.

Study club programs.

Study club outlines.

Books for the blind.

Traveling library picture collections.

Debate traveling library.

Traveling Library Subject Lists:

Agriculture.

Art.

Domestic science.

Modern philosophy and religion.

Catalogs of Traveling Picture Exhibits:

American art (new).

Events in English history.

Gallery of masterpieces.

Imperial gravures.

Louvre Gallery.

Turner's water colors.

Venice of today.

Abbey's Holy Grail (new).

Juvenile Lists:

One hundred best books for boys and girls.

Reading list for 4th grade.



Reading list for 5th and 6th grades.

Reading list for 8th grade.

Suggestive list of children's books for Christmas purchase.

Reports: 1903, 1905, 1906, 1908, 1910, 1912 and 1914.

### **Publications Out of Print:**

Iowa day and a few books about Iowa.

Periodicals: Their value and use.

Birthdays, anniversaries and events.

Library buildings.

List of books recommended for children's library;  
compiled by Annie Carroll Moore.

Traveling library lists.

Check-list of state publications.

List of books by Iowa authors.

### **Financial Report:**

Annual appropriation .....	\$15,000.00
Books and binding.....	3,548.86
Salaries .....	8,279.33
Direct aid .....	.....
Pamphlets for distribution.....	20.34
Traveling expenses .....	642.96
Express, freight and cartage.....	212.37
Postage .....	.....
Printing .....	139.35
Office supplies .....	95.39
Traveling library boxes.....	205.26
Periodical subscriptions and organization dues.....	122.00
State institutions .....	.....
Summer school .....	.....
Miscellaneous .....	544.29

### **Statistical Report:**

Number of visits made to libraries.....	48
“ “ “ “ “ traveling library stations (not public libraries) .....	...
Traveling libraries:	
Number of volumes in fixed groups.....	13,400
“ “ “ “ open shelves .....	16,752
“ “ “ sent from office (not including renewals) .....	36,199

Number of volumes renewed.....	No record
"    " requests filled .....	2,544
Groups of taxpayers served.....	64
Individuals .....	213
Schools served .....	763
Public libraries served.....	743
Institutions served .....	...
Study clubs served .....	657
Other organizations served.....	104
Books for blind in New York point.....	350
Public libraries:	
Population of state .....	2,358,066
Number of towns of over 2,000 inhabitants.....	105
"    " public libraries supported in whole or in part by a tax.....	127
Number of public libraries without tax support.....	...
"    " subscription libraries .....	51
"    " library buildings .....	109
"    " Carnegie buildings .....	89

## KANSAS

### KANSAS TRAVELING LIBRARIES COMMISSION

#### Members of the Commission:

James L. King, Chairman.

Mrs. W. A. Johnston, Topeka.

Mrs. J. M. Miller, Council Grove.

Mrs. Sara Judd Greenman, Kansas City, Kansas.

Mrs. Channing Brown, Blue Rapids.

#### Executive Staff:

Mrs. Adrian L. Greene, Secretary.

Thomasine Jackson, Assistant Secretary.

Irl Clayton, Helper.

The Traveling Library was first established by the State Federation of Clubs. The state took charge of the work in 1899.

The only assistance given the libraries of the state has been through the loaning of the books to any town attempting to establish a library. Not having an organizer,

no work in this line has been attempted. The Legislative Reference work is done by the State Library.

Many schools, clubs, Sunday schools, granges, neighborhood clubs, and various other clubs have had the use of the Traveling Library books.

Several collections of pictures known as the Aplington Art Gallery, are sent out by the Traveling Library. There is an American, an English, a French, an Italian, a Dutch and Flemish, and a German collection.

Assistance is given the University Extension work in the state by sending out books for the use of the students.

Books are also sent out to readers taking the National Reading Circle work.

### Financial Report, 1915:

Annual appropriation .....	\$5,800
Books and binding .....	3,000
Salaries .....	2,600
Miscellaneous .....	200

### Statistical Report:

Number of visits made to libraries.....	Not any
“ “ “ “ “ traveling library stations (not public libraries) .....	Not any
Traveling libraries:	
Number of volumes in fixed groups.....	Nearly 1,000
“ “ “ “ open shelves .....	About 49,000
“ “ “ sent from office (not including re- newals) .....	Over 30,000 annually
Number of requests filled.....	781
Groups of taxpayers served.....	299
Individuals served .....	25
Schools served .....	183
Institutions served .....	..
Study clubs served.....	33
Other organizations:	
S. S. and other religious organizations.....	67
Granges and similar organizations.....	14
Public libraries .....	60
Public libraries .....	About 70
Population of state in 1914.....	1,672,106
Number of towns of over 2,000 inhabitants.....	72
“ “ public libraries supported in whole or in part by a tax .....	60

Number of subscription libraries.....	29
“ “ public libraries without tax support.....	10
“ “ library buildings .....	56
“ “ Carnegie buildings .....	26

## KENTUCKY

### KENTUCKY LIBRARY COMMISSION

#### **Names of Commissioners:**

W. B. Doherty, M. D., Chairman, Louisville.  
 Gen. J. B. Castleman, Louisville.  
 Mrs. George A. Flourney, Paducah.  
 Frank K. Kavanaugh, Frankfort.  
 Mrs. Thomas J. Smith, Frankfort.

#### **Executive Staff:**

Fannie C. Rawson, Secretary, The Capitol, Frankfort.  
 Florence M. Floyd, Assistant.  
 Margaret D. Reading, Stenographer.

**History of Commission:** The Kentucky Library Commission is the outgrowth and development of work inaugurated by the Federation of Women's Clubs. It was created by an act of the legislature of 1910 and the office was opened September 12th of that year. The act provides for a commission of five members appointed by the Governor. At least one member must be a woman selected from a list presented by the Federation of Women's Clubs. An annual appropriation is provided for the support of the work.

According to legislative enactment the purpose of the Commission is to increase the efficiency of existing libraries, to aid in the establishment of new ones where none exist and to provide books for communities and individuals otherwise without library privileges.

**Public Libraries, Aid in Establishing:** The secretary seeks to arouse interest in library improvement and ex-

tension through personal visits, public addresses and correspondence. Campaign material is supplied towns able to support a public library, the state library laws are provided and explained, estimates are made for equipment and the expenditures necessary in the establishment and maintenance of a library, and aid is given in securing a maintenance tax. The secretary assists in conducting a mass meeting to foster public sentiment and in organizing the library board for efficient service.

To libraries already established book loans are made, assistance is given in book purchase, reference work and in all the details of library equipment and management.

**Advisory Work:** On the establishment, organization and administration of libraries the Commission offers council and assistance. Advice is given in the selection of suitable building plans, furniture and equipment, and photographs and blue print plans are kept in the Commission office for the use of library boards. Frequent visits are made by the secretary to libraries for the purpose of giving counsel on all matters pertaining to the library. Assistance is given in securing the services of competent librarians. Suggestions are given in library administration, advertising and book purchase. Lists of books recommended for the purchase of small libraries are issued at regular intervals.

**Organizing and Instruction:** Visits for consultation and inspection are made to public, institutional and school libraries, and upon request the untrained librarian is instructed in simple business methods of conducting a library. As much time as possible is given by the secretary to organizing new and reorganizing old libraries. When the income of the library does not warrant the employment of a trained assistant the Commission sends its secretary to install the work on a modern basis and instruct the librarian to continue it. When the library



has sufficient income to pay for the service the Commission assists in securing a competent organizer.

**Institute and District Meetings:** Plans are being formulated for the holding of library institutes and district meetings.

**Institutional Libraries:** Work with the state institutional libraries has been largely advisory as appropriations have been too small for much to be undertaken. The Commission has offered its co-operation and services to the controlling boards. Assistance has been given at the Frankfort Penitentiary in checking over books and discarding useless material. Book lists and other helps have been given in installing libraries at the state hospitals for the insane at Hopkinsville and Lakeland and the Eddyville Penitentiary. Traveling libraries have been loaned at Eddyville and Frankfort Penitentiaries, Houses of Reform at Greendale and the hospitals at Hopkinsville and Lakeland.

**School Libraries:** By means of addresses, circular letters, instructional literature and exhibits the Commission has endeavored to get in touch with the rural schools of the state and to stimulate library interest. Traveling libraries especially adapted to the need are lent to the graded schools. Aid is given in debate work, essays, etc. and reference material is supplied. A county system of traveling libraries has been devised for the use of the teachers' institutes. Graded and annotated lists are compiled for the county superintendents and teachers. The library bulletin issued in 1915 by the Department of Public Instruction was checked over, graded and classified and a list of one hundred books recommended for first purchase was compiled for this publication.

**Traveling Libraries:** The traveling library was started by the Federation of Women's Clubs and carried on suc-

cessfully for a number of years in the mountain counties. The entire system was turned over to the state in 1910, when through the efforts of the club women the Library Commission was established. The standard traveling libraries are in fixed groups of 50 volumes and are prepared to fit the needs of the small towns, rural communities, schools and study clubs and to supplement the book collections in small libraries and state institutions. Farmers' collections are loaned in groups of 15 volumes or a group may be substituted for the same number in a general collection. Libraries on special subjects are made up for the use of study clubs.

The traveling libraries are lent on the application of five tax-payers and the payment of the transportation charges. A collection is allowed to remain at a station for six months or may be exchanged at any time upon the payment of the transportation charges.

**Study Clubs:** Assistance is given to study clubs in the preparation of programs and study outlines. Bibliographies are compiled upon request. Books, magazines and traveling libraries on special subjects are supplied for the use of the club members.

**Work With Farmers:** The demand from the agricultural districts far exceeded the supply of farmers' libraries and to supplement the Commission collection the Department of Agriculture purchased 590 books which were put under the control of the Commission and made into traveling library groups. In addition to this the Commission purchased a collection of volumes to be loaned singly or in small groups to individuals. A check list of this collection was put in print and has been widely distributed to the farmers. The books are lent for a month with the privilege of an extension of time on request. The borrower pays parcel post charges.

**Publications in print:**

Handbook of Kentucky Libraries.

Kentucky Library Commission Law.  
 Traveling Library Post Card.  
 Reports 1910-11, 1911-13, 1913-15.  
 Good Books on Agriculture, Forestry, Roads.

### Leaflets:

No. 1 Circular of Information.  
 No. 2 Traveling Libraries in Kentucky.  
 No. 3 General Loan Collection.

### Financial Report:

Annual appropriation .....	\$6,000.00
Books and binding .....	1,187.10
Salaries .....	3,725.00
Direct aid .....	.....
Pamphlets for distribution.....	14.68
Traveling expenses .....	403.05
Express, freight and cartage.....	43.30
Postage .....	106.52
Printing .....	61.73
Office supplies and furniture.....	296.27
Traveling library boxes.....	97.50
Periodical subscriptions and organization dues.....	64.85
State institutions .....	.....
	<hr/>
	\$6,000.00
Summer school .....	.....
Miscellaneous .....	.....

### Expenditures by Departments:

Direct aid .....	.....
Field work } .....	359.58
Instruction } .....	
Traveling libraries .....	1,327.90
Legislative reference .....	.....
Educational reference .....	.....

### Statistical Report:

Number of visits made to libraries: We try to visit all public libraries in the state within biennial period.  
 Number of visits made to traveling library stations (not public libraries).

**Traveling libraries:**

Number of volumes in fixed groups.....	8,705
“ “ “ “ open shelves .....	2,354
“ “ “ sent from office (not including renewals) .....	11,915
Number of volumes renewed.....	....
“ “ requests filled .....	....
Groups of taxpayers served.....	204
Individuals served .....	2,494
Schools served .....	191
Institutions served .....	9
Study clubs served.....	367
Other organizations served.....	156

**Public libraries:**

Population of state.....	2,289,905
Number of towns of over 2,000 inhabitants.....	48
“ “ public libraries supported in whole or in part by tax .....	16
Number of public libraries without tax support.....	32
“ “ subscription libraries .....	17
“ “ library buildings .....	30
“ “ Carnegie buildings .....	18
“ “ public libraries served with traveling li- braries during year .....	18

**MAINE****MAINE LIBRARY COMMISSION****Members of the Commission:**

Prof. W. H. Hartshorn, Chairman, Lewiston.  
 Mrs. Kate C. Estabrook, Orono.  
 J. H. Winchester, Corinna.  
 Charles A. Flagg, Bangor.  
 H. E. Dunnack, Secretary, Augusta.  
 Marion Brainerd, Library Organizer, Augusta.

**Publications in print:**

Reports, 1900, 1901, 1902-3.  
 Bulletin, published quarterly.

**New legislation:**

1915 legislature appropriated \$1,000 each year for two years for the purchase of books for high school traveling libraries to be sent to towns in which no public library is located.

Through the efforts of the state federation of women's clubs the Commission was established by the legislature of 1899 "to encourage the establishment of free public libraries, to select the books to be purchased for traveling libraries and to advise the state librarian in reference thereto." This law established the system of traveling libraries.

In 1911 the legislature enlarged the work of the Commission granting the right to give advice and aid in organization to school, state, institutional, and free public libraries; to receive gifts, publish printed lists and aids for libraries; to conduct schools and institutes for instruction; and perform such other service in behalf of public libraries as it may consider for the best interest of the state.

Financial aid is given by the state to free public libraries upon organization and a stipend annually, but this is done under the direction of the State library and not the Commission.

The members of the Commission attend dedications, and give advice and help when called upon. In 1916 a library organizer was appointed, but as there is no special appropriation for field work only part of her time can be given to it, the other part being given to the state library.

During the spring of 1916 four institutes were held, at Augusta, Bethel, Machias and Rockland, conducted by Miss Mary P. Farr of the Maryland Library Commission.

Traveling libraries of fifty volumes each are loaned for six months to any community or association in the state. The fee is \$2.50 and the state pays transportation both ways. During the last five years the circulation of these libraries has increased threefold.

The Commission is now engaged in the compilation of



statistics of all libraries in the state on a plan similar to that of the United States Bureau of Education.

### Financial Report—March 1915-16:

Annual appropriation .....	\$4,500.00
\$1,000 special high school, \$3,500 general traveling libraries.	
Books and binding .....	3,279.55
Salaries, secretary .....	300.00
Direct aid .....	.....
Traveling expenses .....	87.92
Express, freight and cartage.....	264.54
Postage .....	500.00
Printing .....	28.12
Traveling library boxes.....	206.50

### Statistical Report:

Number of visits made to libraries. This work just starting .....	2
Number of visits made to traveling library stations (not public libraries) .....	None

#### Traveling libraries:

Number of volumes in fixed groups.....	13,200
“ “ “ “ open shelves .....	4,000
“ “ “ sent from office (not including re- newals) .....	14,150
Number of volumes renewed.....	300
“ “ requests filled .....	289
Groups of taxpayers served.....	183
Individuals served .....	10
Schools served .....	75
Institutions served .....	6
Study clubs served .....	5
Other organizations served.....	10

#### Public libraries:

Population of state.....	742,371
Number of towns of over 2,000 inhabitants.....	59
“ “ public libraries supported in whole or in part by a tax.....	107
Other libraries of all kinds—very few of them free..	148
Number of library buildings.....	54
“ “ Carnegie buildings .....	13

## MARYLAND

## MARYLAND PUBLIC LIBRARY COMMISSION

**Members of Commission:**

M. Bates Stephens, Ph. D., Superintendent of Public Instruction, Denton, Caroline County, President.

Joseph H. Apple, LL.D., Frederick, Frederick County.

Nettie Mace, State Librarian, Annapolis, Anne Arundel County.

Frank W. Mather, Westminster, Carroll County.

Mrs. M. A. Newell, Baltimore City.

Anne Page, Princess Anne, Somerset County.

Bernard C. Steiner, Ph. D., Librarian of the Enoch Pratt Free Library, Baltimore City, Secretary and Treasurer.

The State Library Commission was established to give advice and counsel to all free libraries and public school libraries in the state and to all communities proposing to establish them, and to maintain a system of traveling libraries.

**Advisory Work:** When funds have permitted, a field secretary and organizer has been employed to visit traveling library stations to arouse interest in library matters and to obtain information regarding library needs in various parts of the state. Statistics of libraries in Maryland have been collected and published in the annual reports of the Commission.

**Traveling Libraries:** The Commission owns 92 traveling libraries, these cases being shipped from the Enoch Pratt Free Library, Baltimore. Libraries of about 35 volumes each are loaned for four months to any community upon application of at least three responsible citizens, and payment of a fee of 50 cents.

Books for the blind are sent from the Enoch Pratt Free Library to any blind person in the state, the Commission agreeing to hold itself responsible for the safe-keeping

of the books, and to pay a small sum to the library to cover wear and tear.

### **Publications:**

Reports, 1903-date.

### **Financial Report, Oct. 1914-15:**

Annual appropriation .....	\$1,500.00
Books and binding .....	178.05
Salaries .....	884.58
\$658.50 including traveling expenses for visitor, \$226.08 for clerical work—cataloging, etc.	
Express, freight and cartage.....	136.59
Postage .....	28.87
Printing .....	23.55
Miscellaneous .....	11.00
<hr/>	
Total .....	\$1,262.64
Balance .....	\$ 544.06

### **Expenditures by Departments:**

Field work .....	\$ 658.50
Traveling libraries—balance above field work.	

### **Statistical Report:**

Number of visits made to libraries.....	179
Number of visits made to traveling library stations (not public libraries).....	
Number of requests filled.....	261
Number of volumes lent to blind.....	219

## **MASSACHUSETTS**

### **MASSACHUSETTS FREE PUBLIC LIBRARY COMMISSION**

### **Members of the Commission:**

Charles F. D. Belden, Chairman, Cambridge.  
 Anna M. Bancroft, Hopedale.  
 Elizabeth P. Sohier, Beverly.  
 Frank H. Howes, Newton.  
 Hiller C. Wellman, Springfield.

**Commission staff:**

John A. Lowe, Agent.

J. Maud Campbell, Director, Work with Foreigners.

E. Louise Jones, General Secretary and Library Adviser.

**Office:** The executive office of the Commission is Room 530, State House, Boston; the office of the Director of Work with Foreigners is, temporarily, Room 520, State House.

**History of Commission:** The Free Public Library Commission was created in 1890 to encourage the establishment of libraries by direct aid and to give advice relating to the maintenance and administration of libraries. At that time 105 towns in the Commonwealth were without a free public library. Twenty years later, in 1910, every city and town, with one exception, had a library of its own. Newbury, the exception, appropriates money toward the support of the Newburyport library and enjoys its rights and privileges.

**Direct Aid:** In 1890, the Library Commission was authorized by the General Court to give to each town \$100 worth of books upon the establishment of a library owned and controlled by the town.

In 1892, to give \$100 worth of books to towns of less than \$600,000 valuation which had established libraries previous to 1890.

In 1900, to give an additional \$100 worth of books to towns of less than \$600,000 valuation.

In 1906, to expend a sum not exceeding \$2,000 in aid of free libraries, especially in towns the valuation of which did not exceed \$600,000. ("This aid may include the furnishing of books in small quantities, visits to libraries, the instruction of librarians, and such other means of encouraging and stimulating the small libraries as said commissioners shall deem advisable.")

In 1913, the amount appropriated was increased to \$4,000.

In 1914, it was further increased to \$10,000 in aid of public libraries especially in towns the valuation of which does not exceed \$1,000,000.

In 1910, an act provided for the appointment by the Library Commission, with the consent of the governor, of an agent for a period not exceeding five years at a salary to be approved by the governor and council.

In 1913, an act provided for the appointment of a Director of Educational Work for Aliens, at a salary not exceeding \$2,000 a year.

In 1914, the Commission was empowered to appoint a General Secretary and Library Adviser whose salary was to be paid out of the appropriation for clerical expenses.

A member of the staff is sent to advise with boards of trustees as to best methods of administration. Frequent visits are made to libraries for the purpose of giving aid and counsel in the improvement of methods of work, in planning new branches of work, in book selection and other problems. The Commission has made some formal surveys of the work of individual libraries. For the assistance of trustees contemplating a new building, an excellent collection of photographs, plans and specifications has been made. The constant use of this collection is proving its value. For the reorganizing of a library in towns of a valuation under \$1,000,000, the Commission sends a trained worker for a limited period to catalog the books, install a charging system and instill an idea of modern library methods into the minds of trustees, librarian and public. In such cases it sometimes provides certain supplies.

**Work with Foreigners:** The Commission loans collections of books in foreign languages to libraries. Lists of recommended books in foreign languages are prepared, thus many libraries are encouraged to purchase collections of their own. In some cases collections are loaned through the local library to schools or organizations to



start evening schools for foreigners. In coöperation with the Old South Association of Boston, lectures are conducted in libraries in the various foreign languages to inform the immigrant about the public library and other educational advantages. The Director visits libraries and addresses meetings in connection with the interests of the foreigners.

**Work with Schools:** The Commission is sending out trained instructors to conduct the work of instructing pupils in the scientific use of the library. The children of all schools from the 7th grade and in some cases in the high school, are taken to the library in groups during school hours and taught how to use a card catalog, reference books and other library tools. An interesting experiment is being worked out of providing an advisory librarian for the libraries of one county. An expert, who is director of extension work with the schools in one of the cities of the county, is training members of the staff and instructing classes of teachers and children. The greater part of her time is at the large library, but certain definite days each week are regularly given to presenting similar work to the smaller libraries in the vicinity.

**Instruction:** The Commission pays the tuition of promising untrained librarians at the Simmons College summer school. A short course of instruction is given at the Conference for Rural Workers at the Massachusetts Agricultural College at Amherst for librarians in small libraries. Instruction has also been given not infrequently to groups, in libraries, and in conjunction with library club meetings.

**Advisory Aid:** In addition to the service rendered without compensation by the individual members of the Commission, a board of advisory visitors was organized in 1908, the members of which visit without compensation the small libraries and report to the Commission the conditions which they find and make recommendations. In

this way the "personal touch" has reached most of the smaller towns and many of the larger ones. Thirty-five members served on the board of advisory visitors last year.

In coöperation with the Massachusetts Library Club, the libraries of the Commonwealth have been divided into forty-four geographical groups in each of which a leading librarian acts as secretary. At frequent informal meetings held in rotation at the different libraries of the group the librarians and trustees gather and discuss problems pertinent to their own libraries. By visiting other libraries suggestive ideas are spread.

The Library Committee of the Woman's Education Association has circulated libraries without cost to the Commonwealth since 1895.

Full details of the Commission's activities along various lines may be found in the annual report.

### **Publications:**

Annual reports, 1891–date.

Aids in the selection of children's books.

Books about America for new Americans, compiled by Ida J. Farrar.

Books in the Armenian language.

Buying list of books for small libraries, by Zaidee Brown.

Commission service in Massachusetts.

Country library versus the donor and the architect, by Alice G. Chandler.

Directions for the librarian of a small library, by Zaidee Brown.

Duties and opportunities of library trustees.

Foreign periodicals.

Free public library buildings of Massachusetts—a roll of honor—1915.

General library legislation of Massachusetts, 1798–1913.

Shakespeare tercentenary circular and list.

Some desirable publications for trustees to read.

What the library can do for our foreign-born, by John Foster Carr; What the foreigner had done for one library, by J. Maud Campbell.

Miscellaneous multigraphed lists for distribution.

### Financial Report:

Fiscal Year Dec. 1, 1914, to Nov 30, 1915.

Annual appropriation .....	\$17,800.00
Books and binding .....	5,395.49
Salaries .....	8,333.49
Direct aid .....	8,000.00
Pamphlets for distribution.....	532.83
Traveling expenses .....	825.85
Express, freight and cartage.....	161.09
Postage (approximately) .....	250.00
Printing .....	388.54
Office supplies and furniture.....	1,338.86
Traveling library boxes .....	
Periodical subscriptions and organization dues. Not kept separate from miscellaneous expenditures.	
State Institutions—	
Summer school .....	30.00
Miscellaneous .....	450.92
<b>Expenditures by Departments.</b>	
Direct aid .....	8,000.00
Field work .....	3,569.58
(This amount is paid from Direct Aid appropriation of \$8,000.)	
Instruction .....	30.00
(Paid from Direct Aid appropriation of \$8,000.-	
Traveling libraries: 92 sent in foreign languages; 120 others sent by Woman's Educational Association.	

### Statistical Report:

Number of visits made to libraries.....	159
Traveling libraries. Only those in foreign languages sent from this office—92 sent.	
Schools served. Local library serves the schools.	
Institutions served. Local library serves institutions.	
Study clubs served. Local library serves study clubs.	
Public libraries .....	408
Population of state .....	3,693,310
Number of towns of over 2,000 inhabitants.....	191
Number of public libraries supported in whole or in part by a tax.....	370

## MICHIGAN.

81

Number of public libraries without tax support.....	38
Number of subscription libraries. No figures available.	
Number of library buildings.....	320
(Funds accumulating in towns for library buildings, 47.)	
(Libraries in town halls and municipal buildings, 55.)	
Number of Carnegie buildings.....	34

## MICHIGAN

### MICHIGAN STATE BOARD OF LIBRARY COMMISSIONERS

#### Members of the Commission:

Henry R. Pattengill, Lansing, President.

Mrs. Mary C. Spencer, State Librarian, Lansing, Secretary.

John M. Munson, Lansing.

Frank A. Jensen, Benton Harbor.

R. D. Calkins, Mt. Pleasant.

#### Executive Staff:

Mrs. Mary C. Spencer, Secretary.

Nina K. Preston, Library visitor.

Helen L. Price, County Normal Instructor.

Mary E. Binford, Library Organizer.

**History:** The law establishing the State Board of Library Commissioners was enacted in 1899—Act No. 115, entitled "An act to create a State Board of Library Commissioners to promote the establishment and efficiency of Free Public Libraries."

**Organization:** The first work of the Board was organization of the state into well defined districts for the purpose of starting a statewide campaign in establishing libraries. Lists of township, district and public libraries were obtained from county commissioners of schools, librarians, women's clubs and other organizations, and the foundation was laid for active work in the field. Owing to the limited appropriation the progress was slow, but

gradually through the influence of the Commission a strong interest in libraries is rapidly growing in the state.

**Library Visitor:** A library visitor has been appointed by the Commission, whose duty is to visit the public libraries of the state, to examine the condition of the library and give advice and suggestions as to the management of the library. During the last year seventy libraries have been visited and four round tables attended by the visitor, and conferences held with teachers, school superintendents, county commissioners, library committees and individuals.

**Organizer:** A library organizer follows the visitor, whose duty is to organize such libraries as, in the judgment of the visitor, need this assistance. The expenses—traveling expense and salary—of this work are paid by the Commission, the library board paying the local expenses and furnishing necessary assistance and equipment.

**County Normal Instructor:** The Commission employs a trained librarian to give short courses in elementary library work in the County Normal Schools, the course in these schools being preparatory for district school teachers who have charge of libraries in the school in which they are teaching. During the last year thirty-two of these schools have received this instruction.

**Summer Schools:** A six weeks' course in library instruction is given by the commission in connection with summer courses in two normal schools in the state; also in The Ferris Institute business college. In connection with these activities there has been a wide distribution of printed matter, books, pamphlets, etc., bearing upon library education.

**Traveling Libraries:** While the preparation and control of the traveling libraries is under the direction of the



state library, the Commission has largely increased their circulation by bringing it constantly before the attention of the public. In all of the extension work there has been a wide distribution of printed material dealing with all phases of library work. As a result of this concentrated effort the outlook in this state is most encouraging.

### **Publications, 1915-16:**

Annual report. 1915.

Poems arranged by grades.

Bi-monthly bulletin published in conjunction with State Library.

### **Financial Report, 1916:**

Annual appropriation .....	\$5,500
Books and binding .....	
Salaries .....	4,320
Pamphlets for distribution—Paid by Board of State Auditors.	
Printing—Paid by Board of State Auditors.	
Summer School .....	\$1,000

### **Statistical Report:**

Number of visits made to libraries (1915).....	70
Public libraries:	
Population of state .....	2,810,172
Number of towns of over 2,000 inhabitants.....	91
Number of public libraries supported in whole or in part by a tax .....	125
Number of public libraries without tax support.....	50
Number of subscription libraries .....	19
Number of library buildings .....	90
Number of Carnegie buildings .....	49

## **MINNESOTA**

### **MINNESOTA PUBLIC LIBRARY COMMISSION**

#### **Members of Commission:**

Ex-officio:

George E. Vincent, President of the University of Minnesota, Minneapolis.

C. G. Schulz, State Superintendent of Education, St. Paul.

Solon J. Buck, Secretary, Minnesota Historical Society, St. Paul.

Appointed by the Governor:

Mrs. Margaret Evans Huntington, Northfield, Chairman.

Gratia A. Countryman, Public Library, Minneapolis.

**Executive Staff:**

Clara F. Baldwin, Secretary, The Capitol, St. Paul.

Amy Cowley, Librarian.

Mary P. Pringle, Reference Librarian.

Ruth A. Haven, Organizer.

Maude E. Robinson, Stenographer.

Hulda Peterson, Clerk.

Roland Lafond, Packer.

**Department of Education:**

Martha Wilson, Supervisor of School Libraries.

**State Board of Control:**

Miriam E. Carey, Supervisor of Institution Libraries.

The Minnesota Public Library Commission was established in 1899, by an act of the Legislature. Its first appropriation, \$5,000 annually, became available in January, 1900, when active work was begun.

**Public Libraries:** The Commission aids in establishing libraries in towns able to support them, by coöperation with individuals or local organizations. Interest is aroused by distribution of printed matter, preparation of newspaper articles, personal visits and public meetings for discussion of the library question. Information and advice is given in regard to library laws, methods of organization, by-laws for library boards, rules and regulations, purchase of books, furniture and supplies.

Through the clearing-house for periodicals, libraries are assisted in building up reference collections of magazines.

The Commission pays the freight on magazines sent in, and the libraries on those which they receive.

Visits are made to libraries as often as special demands upon the Commission staff permit, to confer with the librarian and library board concerning methods of work, plans for further development and to assist in planning library bulidings. Advice in book selection is given through distribution of the A. L. A. Booklist and other aids in book selection, and by compilation of many special lists for purchase upon request.

The Commission organizer is sent to assist the local librarian in installing the best methods in classification, cataloging and daily records. All but local expenses are paid by the Commission, but not more than one month's time is given to one library.

**Legislative Reference:** Some work is done by State Law Library. There is no separate department.

**Instruction:** The Commission, assisted by the Department of Education, conducts a six-weeks' summer school at the State University, as a department of the University Summer School. The course is open to those holding library positions, or under definite appointment to such positions, and to teachers in charge of school libraries, and includes classification, cataloging, book selection, reference work, administration of public and school libraries. Further instruction is given by the Commission organizer to each individual librarian in her own library.

A quarterly bulletin of Library Notes and News is issued by the Commission and library literature, including A. L. A. tracts and handbooks, is distributed as required.

**District Meetings:** Round table meetings are conducted by the Commission for informal discussion of library problems. These are sometimes held in connection with the district club and teachers' meetings.

**Institutional Libraries:** The work with the institution libraries was undertaken by the Commission in 1909, and continued as a part of the duties of the organizer until the fall of 1913, when the Board of Control took over the work, appointing Miss Miriam E. Carey, Supervisor of Institution Libraries.

The work of the supervisor includes selection of books, classification and cataloging of the libraries, compiling monthly reports of circulation, assisting local librarians and training of inexperienced helpers.

**Traveling Libraries:** Through the traveling libraries, the Commission furnishes books to communities having no library facilities and strengthens the resources of the small public libraries with limited book funds, especially in collections for children and in foreign languages, special books and reference aid to students.

The regular traveling libraries are in fixed collections and include 50 volumes for small towns and villages, 25 volumes of general reading for rural communities, 25 volumes of children's books, 25 volumes in Finnish, French, German, Norwegian and Swedish, the "Farmers' library" consisting of 25 books on agriculture and 25 for general reading. These are loaned to any community on application of ten taxpayers, board of library directors or Farmers' club. A fee of \$1.00 for 50 English books, 50 cents for 25 English books and \$1.00 for 25 foreign books is charged. The Commission pays transportation charges.

To adapt the fixed collections to the needs of each community, extra books are added as needed. All requests for books other than fiction are considered and included if possible, and groups of six books on agriculture or in Finnish, French, German, Norwegian, Polish and Swedish are added without extra charge.

Home libraries made up of from 10 to 12 volumes are loaned to individuals living in communities so isolated that a local library association cannot be formed.

Package libraries made up of books, pamphlets, maga-

zine articles and clippings are loaned to clubs, high schools and individuals. These are loaned for four weeks, and are sent by parcel post or express to the individual borrower, who is required to pay charges both ways. The material is supplied from the general collection of the Commission, and from the larger public libraries by inter-library loans. An effort is made to supply any reasonable request.

Traveling library stations are visited by the librarian as opportunity affords; especially for the purpose of re-establishing stations which have been abandoned and locating libraries in new communities. The traveling library idea is presented at farmers' institutes, teachers' meetings, and club meetings and is further advertised with excellent results through the coöperation of the Extension Division of the Department of Agriculture of the University, by means of articles in their farm papers, and exhibits at the state and county fairs.

**Study Club Work:** Libraries on a variety of subjects are loaned to any club in the state upon application of the club officers, or through the local library. These libraries consist of books, pamphlets and magazine articles, and in some cases pictures, sufficient to cover the outline of study. They are loaned for the period of the club year for a fee of \$1 plus transportation charges.

For miscellaneous topics not included in the study library, the package libraries are called upon.

Outlines for club study, and aids in preparing programs are loaned for two weeks.

The Secretary of the Commission is chairman of the Literature and Library Extension Committee of the Minnesota Federation of Women's Clubs. A close relationship is maintained with this organization by attendance and exhibits at its state and district meetings.

**Work with Blind:** The library of the State School for the Blind at Faribault circulates books throughout the state, coöperating with local libraries.



**Documents:** Documents in Minnesota are distributed through the office of the Secretary of State, or by the various departments and boards.

The Commission has printed lists of available documents from time to time, furnished mailing lists of libraries to the document clerk and urged the libraries to apply for such material.

**Picture Collections:** The Commission has a few collections of pictures which are loaned for exhibition upon payment of transportation charges one way.

The Commission has also coöperated with the State Art Society in arranging circuits for its circulating collections and loan collections from other sources are obtained as opportunity arises.

#### DEPARTMENT OF EDUCATION.

Martha Wilson, Supervisor of School Libraries.

In August 1911, Miss Martha Wilson, formerly librarian of the Library Commission, was appointed Supervisor of school libraries in the Department of Education.

This office bears an advisory relation to all the school libraries of the state. The duties include preparation of a List of books for elementary and rural schools, and a List of books for High schools, with manual on the school library management, preparation of special lists, giving advice on school library rooms and equipment, assistance in organization, exhibits and talks at school meetings and library instruction in High school normal training departments, county institutes, summer teachers' training schools, the College of Education of the University of Minnesota, and the library summer school.

Public library principles and methods are employed in school library organization and coöperation between school and public libraries fostered. When the public library is near the school, open all day, adequately equipped with books and with a librarian who has had at least summer

school library training, combination of school and public library is authorized, if desired by both.

Summer school library training is required of teachers in charge of libraries in State high schools.

The Department of Education assists in the maintenance of the Summer school of library training conducted by the Library Commission, and school librarians and teachers in charge of school libraries are admitted.

The course given by the Supervisor of school libraries in the College of Education consists of one hour per week lecture with two hours practice work for three semesters.

#### **Publications in Print:**

Biennial reports—1st to 8th. 1900-1914 (except 2nd.)

Library Notes and News—December, 1904, to date (quarterly).

(v. 1 nos. 5-6, v. 2 no. 5 o. p.)

Minnesota library laws, 1913.

Public documents in the small library, 1904.

Children's books for Christmas gifts, 1915.

#### **Leaflets:**

Free traveling libraries.

— Aids to study clubs.

— Package libraries.

— Rules for circulation.

— Finding lists—Books on agriculture and the Farmers' library.

— Household economics.

— Teachers' library.

Organization, purpose and work (of the Commission).

#### **Publications Out of Print:**

Second Report.

Library Notes and News—v. 1 nos. 5-6.

— v. 2 no. 5 January, 1908.

Handbook of library organization.

Teacher's assistant; a list for rural schools—Grades 1-4.

**Financial Report:**

Annual appropriation .....	\$13,500.00
Books and binding .....	4,086.42
Salaries .....	6,723.88
Direct aid .....	.....
Pamphlets for distribution .....	243.15
Traveling expenses .....	482.03
Express, freight and cartage (covered by receipts) ..	1,067.43
Postage .....	445.01
Printing .....	430.20
Office supplies and furniture .....	507.29
Traveling library boxes .....	530.87
Periodical subscriptions and organization dues.....	64.50
State institutions .....	.....
Summer school .....	90.37
Miscellaneous .....	45.46

**Expenditures by Departments.**

Direct aid.  
 Field work.  
 Instruction.  
 Traveling libraries.  
 Legislative reference.  
 Educational reference.

Appropriation not separated by departments. Impossible to give these figures.

**Statistical Report:**

Number of visits made to libraries.....	64
“ “ “ “ “ traveling library stations (not public libraries) .....	23
Traveling Libraries—	
Number of volumes in fixed groups.....	26,305
“ “ “ in open shelves.....	4,500
“ “ “ sent from office (not including re- newals) .....	35,850
Number of volumes renewed.....	No record kept
Number of requests filled.....	3,976
Groups of taxpayers served.....	605
Public libraries .....	195
Individuals served .....	2,893
Schools served .....	174
Institutions served .....	....
Study clubs served .....	96
Other organizations served.....	13
Public Libraries—	
Population of state.....	2,075,708

## MISSOURI.

91

Number of towns of over 2,000 inhabitants.....	64
"    " public libraries supported in whole or in part by a tax.....	107
Number of public libraries without tax support.....	31
"    " subscription libraries .....	7
"    " library buildings .....	77
"    " Carnegie buildings .....	*58

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\* This includes five branch buildings completed; four other branch buildings provided for—not counted.

If college libraries are included—Number of buildings 81 and Carnegie buildings 59.

## MISSOURI

### MISSOURI LIBRARY COMMISSION

#### **Members:**

Dr. Arthur E. Bostwick, St. Louis Public Library,  
St. Louis, Missouri.

Dr. John P. Green, William Jewell College, Liberty,  
Missouri.

Dr. A. Ross Hill, University of Missouri, Columbia,  
Missouri, ex officio.

Hon. Howard A. Gass, State Superintendent of  
Schools, ex officio.

#### **Staff:**

Elizabeth B. Wales, Secretary.

Ruth Woolman, Traveling Library Manager.

Laura Hoefer, Stenographer.

**History:** Established by legislative act, April, 1907. Offers aid to establishment of public libraries by advice and encouragement; no provision for direct aid. Libraries are visited irregularly; no regular organizer, field work done by secretary; average time for organization of public libraries, one week; for high school libraries, two or three days; help given to grade and rural schools by correspondence.

**Legislative:** Legislative reference work done during the biennial sessions of the General Assembly; assistant for this department employed from November to March in session years, in co-operation with General Assembly. No bill drafting attempted.

**Instruction:** Instruction given biennially in summer school, University of Missouri; in 1914 and 1916 Secretary of Commission acted as assistant director.

**Institutes:** Arranged to co-operate with a committee of the Missouri Library Association, 1915, in conducting district meetings, four of which were held in 1916.

**Institutional libraries:** No work with the institutional libraries. Traveling libraries are sent on request.

**Schools:** General State work with schools promulgated through State Superintendent. Special sets of books suitable for supplementary reading are sent to rural schools. School library visits are rarely made; recently some organization has been done for high school libraries. Instruction in library methods is given by correspondence and circulars.

**Traveling Libraries:** Traveling libraries are sent free to town associations, small libraries, clubs, schools and occasionally to individuals. No systematic visiting of traveling library stations.

**Study Club:** Study clubs may borrow books on the subject of study for the period of the Club year.

**Work with blind:** None.

**Picture Collections:** A collection of 500 mounted photographs of European art is circulated in groups as desired



for study or exhibition. Groups of photo-stereoscope views are sent to schools for geographic study.

### Publications:

#### In Print—

Annual reports, 1-9. 1907-1914.

Progressive book lists, 1912.

Camp fire girls' list, 1915.

Almost ready, Report 1915, a handbook of Missouri libraries.

#### Out of Print—

Handbook of Traveling Libraries, 1907.

Traveling Library lists 1-10. 1908-09.

### Financial Report:

Appropriation biennial 1915-16..... \$15,430.00

#### Funded as follows:

Salaries .....	7,080.00
Books, etc. ....	4,000.00
Travel and contingent .....	3,600.00
Special agricultural book fund.....	750.00

### Statistical Report, 1915:

Number of visits made to libraries .....	12
“ “ “ “ “ traveling library stations (not public libraries).....	420
Traveling libraries:	
Number of volumes in fixed groups (approximate) ...	15,000
“ “ “ “ open shelves (approximate)...	3,000
“ “ “ sent from office (not including re- newals) .....	14,169
Number of requests filled.....	420
Groups of taxpayers served.....	35
Individuals served .....	47
Schools served .....	236
Institutions served.....	No separate count
Study clubs served .....	56
Other organizations served .....	24
Public libraries served .....	42
Population of state .....	....
Number of towns over 2,000 inhabitants.....	....
“ “ public libraries supported in whole or in part by a tax .....	23

Number of public libraries without tax support.....	19
“ “ subscription libraries.....	No report
“ “ library buildings, 31; (exclusive of city branches) .....	10
Number of Carnegie buildings, 18 main buildings; 8 branch buildings.	

## NEBRASKA

### NEBRASKA PUBLIC LIBRARY COMMISSION

#### Commission:

- F. L. Haller, Chairman, Omaha.
- S. Avery, Chancellor State University, Lincoln.
- Malcolm G. Wyer, Librarian, State University, Lincoln.
- H. C. Lindsay, State Librarian, Lincoln.
- A. O. Thomas, State Superintendent of Schools, Lincoln.

#### Executive staff:

- Charlotte Templeton, Secretary.
- Juliet M. Vore, Librarian of traveling libraries.
- Nellie Williams, Librarian for state institutions.

The Library Commission was established in 1901 largely through the efforts of the State Federation of Woman's Clubs, advised by the State Library Association. The duties of the Commission as outlined in the law were to aid the library development of the state and to conduct a system of traveling libraries. In 1911 the supervision of the libraries in the state institutions was added to its duties.

**Public Libraries:** The stimulation of the public library activities of the state is perhaps the most important work of the Commission. To encourage every community able to support a public library to establish one, to quicken and to broaden the spirit of library service, to see that the foundations of each new library are well laid—these are the first duties of the Commission.

Through visits, advice, correspondence, and the distribution of printed matter, aid is given to the public libraries of the state. As frequent visits as seem necessary are made to assist in the organization of a new library and after a library is well established it is visited at least once in two years.

The Commission assists any public library to the extent of compiling its first book orders, accessioning and classifying its books and installing the charging system. This is done without expense to the library.

Instruction is given through a simple correspondence course and individually to librarians in their own libraries. Through the courtesy of several librarians, the Commission is able to send inexperienced librarians, under appointment to library positions, to a number of the well organized libraries for a week or more of instruction.

Each spring the Commission brings together one or two groups of librarians at convenient points, for a more informal discussion of practical small-library problems than is possible at the annual state meeting.

**State Institutional Libraries:** Since 1911 the state institutional libraries have been in charge of the Commission. Periodicals are subscribed for, books purchased and the upkeep of the libraries provided for from a general fund appropriated to the Commission for this purpose. The institutions served are three hospitals for the insane, two soldiers' homes, the state prison, the industrial school for girls and the one for boys, an industrial home for women, a school for the deaf and one for the feeble-minded, and a hospital for the tuberculous.

**Traveling Libraries:** Through traveling libraries the Commission furnishes books to people not having public library facilities. A combination of the open shelf and fixed group systems is used. Books are loaned to individuals, to study clubs, libraries, schools or any group of citizens, willing to be responsible for their care and to pay

the transportation charges. German and Bohemian libraries are also circulated.

### Financial Report:

Annual appropriation .....	\$8,450.00
Books and binding .....	1,347.61
Salaries .....	3,367.51
Pamphlets for distribution .....	116.13
Traveling expenses .....	297.23
Express, freight and cartage .....	265.42
Postage .....	156.50
Printing .....	145.40
Office supplies and furniture .....	393.11
Traveling library boxes .....	178.38
Periodical subscriptions and organization dues.....	5.00

### Statistical Report, Nov. 30, 1914-December 1, 1915:

Number of visits made to libraries..Record not kept.  
 " " " " " traveling library stations  
 (not public libraries). Lack of time prevents any  
 visits of traveling library stations.

#### Traveling Libraries—

Number of volumes in fixed groups.....	8,095
" " " " open shelves .....	6,391
" " " sent from office (not including renewals) .....	23,530
Number of volumes renewed...No record kept of renewals.	
Number of requests filled .....	1,345
Groups of taxpayers served.....	143
Individuals served .....	745
Schools served .....	260
Institutions served .....	3
Study clubs served .....	59
Other organizations .....	135

#### Public Libraries—

Population of state .....	1,192,214
Number of towns of 2,000 inhabitants.....	38
" " public libraries supported in whole or part by a tax .....	89
Number of public libraries without tax support.....	30
" " library buildings occupied .....	57
" " library buildings under construction....	9
" " Carnegie buildings .....	58
Gifts of citizens, etc. ....	8

## NEW HAMPSHIRE

## NEW HAMPSHIRE PUBLIC LIBRARY COMMISSION

**Members of Commission**—Trustees of the State Library:

George W. Stone.

Charles G. Jenness.

Edwin F. Jones.

Arthur H. Chase, Librarian.

Owing to a lack of appropriations by the state the New Hampshire Library Commission has for several years been unable to do any active work other than voluntary advice to libraries, except the publication of a Quarterly Bulletin.

The Commission is identical with the trustees of the State Library.

## NEW JERSEY

## NEW JERSEY PUBLIC LIBRARY COMMISSION

**Commissioners:**

M. Taylor Pyne, Princeton, Chairman.

Everett T. Tomlinson, Elizabeth.

John Cotton Dana, Newark.

Rev. Edmund J. Cleveland, West Hoboken.

John P. Dullard, Trenton.

Calvin N. Kendall, Commissioner of Education, Trenton (ex officio).

**Executive Staff:**

H. C. Buchanan, Secretary.

Sarah B. Askew, Organizer.

Edna B. Pratt, Organizer.

Helen E. Guhl, Assistant.

Helen E. Howell, Clerk.

The New Jersey Public Library Commission was established by legislative act in 1899. It assists public libraries



by giving advice and personal assistance and by distributing the state aid, supervises school libraries, and has charge of the system of traveling libraries of special loans to individuals, and of the libraries in penal institutions. It coöperates with the State Federation of Women's Clubs, the associations, Granges and the educational forces of the state by talks, exhibits and distribution of material, publishes a Quarterly Bulletin called New Jersey Libraries.

**Direct aid:** \$100 is given to each library having less than 5,000 volumes, upon its establishment under municipal control.

**Organization and Advice:** Representatives of the Commission visit towns to confer with the librarian, to meet with library boards, to present the library question at popular meetings or before the city council, and to address clubs. Special assistance has been given in book selection by publication of a recommended list in each by distribution of approved lists, and by revision of lists for individual libraries and the making out of special lists upon request.

The organizers visit libraries to assist the local librarian in the work of organizing and reorganizing and to instruct her in library science, the length of the visit being gauged by the demands of the case.

No legislative reference work is done.

**Instruction and Institutes:** A summer school of elementary library science is held each year at Asbury Park, with a week of special lectures and exhibits for visitors outside the regular course. In 1915 this week was devoted to school library topics, as the school libraries had only that year come under the supervision of the Commission. In coöperation with the State Library Association, round tables for Librarians and trustees are held in the various districts of the state.

**Institutional Libraries:** These are under the supervision of the Commission, and are supplied with traveling libraries made up especially for them, this work including the county jails. Discarded traveling libraries have also been sent to convict camps.

**School Libraries:** In the year the Commission has had supervision of school libraries and the distribution of state aid to school libraries. They have met with good success and have the cordial coöperation of school authorities. A compilation of school library laws and suggestions for school library administration had been widely distributed. The exhibit and the week's special work at Summer School covered the coördination of library and schools, library instruction for school children, administration of High School libraries, inexpensive aids for school and library work, and collections of pictures and best books for children and on children's work. Parts of this exhibit were duplicated and circulated through the state and many approved booklets have been distributed. As a consequence there has been an increase of library instruction of the school pupils. The schools must submit the list of books to be purchased with state money and with the sum required to be raised to get state aid and must have submitted their entire list for revision. The Commission is compiling a New Jersey list for school libraries, and a school librarians' association, with monthly meetings, has been formed.

**Traveling Libraries:** All traveling libraries are in an open shelf collection, and groups of 50 or more books made up for the particular applicant. They are loaned to any community upon application of ten citizens, and to any public library upon application of the trustees with an annual fee of \$2 to cover cost of transportation. A successful campaign for better and more systematic reading and for ownership of good books in rural communities and small towns and villages has been made through com-

munity conferences at traveling library stations and by talks at Granges, farmers' institutes, etc.

**Study Clubs and Individual Reference:** Special loans of books for serious reading, study or research are made to individuals, schools, or groups of any sort, books often being borrowed from larger libraries for this purpose. Wherever possible, public libraries or traveling library stations are used as centers for this work, but much of the material to more remote districts goes by parcel post. The reading lists of the U. S. Education department have been distributed and the Commission is prepared to supply the books on the lists where needed. Aid in the work in foreign communities has been given through collections of books lent to libraries in such communities and by the compilation of booklists in many languages.

#### **Publications in Print:**

New Jersey Library Bulletin. v. 1-5.  
 Advantages of Municipal Control.  
 Items of interest to library boards and librarians.  
 School libraries.  
 New Jersey Library Law.  
 Traveling Libraries.

#### **Financial Report:**

Annual appropriation .....	\$16,000.00
Books and binding .....	7,304.04
Salaries .....	3,920.00
Traveling expenses .....	651.29
Express, freight and cartage.....	643.20
Postage .....	764.00
Traveling library boxes .....	250.00
Summer school .....	500.00

#### **Statistical Report:**

Number of visits made to libraries.....	257
"    "    "    "    "    traveling library stations (not public libraries).	

**Traveling Libraries—**

Number of volumes in fixed groups.....	None	
“ “ “ “ open shelves .....		36,447
“ “ “ sent from office (not including renewals) .....		79,006
Number of volumes renewed.....	No report.	
“ “ requests filled .....		1,417
Groups of taxpayers served .....		495
Individuals served .....		7,856
Institutions served (beside jails) .....		5
Study clubs served .....		.....

**Public Libraries—**

Population of state .....	2,844,342
Number of towns of over 2,500 inhabitants.....	88
Number of Carnegie buildings .....	28

**NEW YORK**

THE EDUCATIONAL EXTENSION DIVISION OF THE UNIVERSITY  
of the State of New York has in charge the library ex-  
tension work of the State.

**Regents of The University of the State of New York:**

Pliny T. Sexton, Chancellor.  
Albert Vander Veer, Vice-Chancellor.  
Chester S. Lord.  
William Nottingham.  
Francis M. Carpenter.  
Abram T. Elkus.  
Adelbert Moot.  
Charles B. Alexander.  
John Moore.  
Walter Guest Kellogg.  
William Berri.  
James Byrne.

**Executive Staff of Educational Extension Division:**

William R. Watson, Chief of Division.  
Asa Wynkoop, Head Public Libraries Section.  
Anna R. Phelps, Organizer.

Caroline F. Webster, Organizer.

Grace L. Betteridge, Head Traveling Libraries Section.

Charles F. Porter, First Assistant Traveling Libraries Section.

**History of the Educational Extension Division:** The work of the Division had its origin in the university extension movement of the early nineties. The University Extension Department was created by the Regents, June 11, 1891, the name was changed to Extension Department December 14, 1892, and to Home Education Department June 27, 1898, and on the latter date the work of the department was made a part of the work of the New York State Library. In 1905 the work was made a separate division of the Education Department and the name was changed to Educational Extension. This name is still retained and the Division is still an independent division of The University but from 1906 to 1913 it was again under the supervision of the State Library. The activities of the Division are now limited strictly to library extension work which includes the establishment, organization and inspection of libraries, and the lending of traveling libraries and books for the use of study clubs, but during the early period of its history it had in charge the work now under the supervision of the Visual Instruction and School Libraries Divisions.

Under the University law of 1892, which included the library law, provision was made for a library inspector, circulation of traveling libraries, distribution of state money to libraries, incorporation of libraries by the Regents, filing of required reports, transfer of library property and giving instruction on organizing or administering public libraries. With comparatively few changes the same law is still in force.

**Aid in Establishing:** The Education law empowers the Regents to charter all educational institutions in the State including libraries. The Educational Extension Division



inspects all libraries applying for incorporation and submits its recommendation to the Regents with the papers of application for charter. Communities contemplating the establishment of libraries are provided with handbooks which explain in detail the steps to be taken, forms on which to make application for charter, lists of books and supplies for purchase, suitable articles for insertion in local papers and advice is given as to methods of procedure, location of the library, number of trustees, choice of books and any other questions which arise in connection with the undertaking. Whenever it is possible to do so a representative of the Division is sent to discuss the proposed library with those who are interested and to assist in conducting a public meeting when it seems desirable to hold one. To a new library which is free to the public a special allotment of \$100 or less for the purchase of books is granted if the library sets aside a like amount for a like purpose.

**Direct Aid:** A library free to the public and registered by the Regents of The University as maintaining a proper standard may receive allotments of state money of not more than \$100 each fiscal year for the purchase of approved books, on condition that an equal sum is locally raised and used for the same purpose. After the money has been spent the list of books purchased is submitted to the Division for its approval and the library is required to submit other titles to replace those which are disapproved until the allotment has been fully accounted for. A branch library containing not less than 1,000 volumes and otherwise conforming to required standards is entitled to allotments on the same basis as an independent library.

**Advisory Work:** There are 535 registered libraries in the State (including registered branches as separate institutions) and each is entitled to an official visit every year. These visits are made for the purpose of discussing local

problems with the librarians and trustees and to see that the required standards are maintained. This supervision, with the consequent personal acquaintance with the local library authorities, constitutes one of the most valuable services rendered by the Division. Special visits are frequently made to confer with trustees concerning the erection of a new building or the remodelling of an old one, or to make a library survey. In addition to these personal visits a great deal of assistance is rendered by correspondence and an official quarterly publication, *New York Libraries*, contains much practical advice based upon an intimate knowledge of library conditions and problems in the State. Annual reports are required by law from all libraries receiving state aid or enjoying exemption from taxation or other privilege not usually accorded to business corporations, and these reports frequently reveal conditions calling for advice and instruction from the Division.

**Organizing:** There are two employees of the Division whose time is given to the proper organization of libraries in need of this service. An organizer does not remain longer than two weeks in a place unless for some exceptional reason. The State bears the cost of transportation and pays the salary of the organizer but the local community is responsible for her board and lodging and for the supplies used in the work. It is expected that the local librarian will assist in the work in order to learn library methods, for the visit of the organizer is made fully as much for the purpose of training the local librarian as for the organization of the library and it is not considered wise to install a system that the local librarian is unable to comprehend or continue. Through the coöperation of the New York State Library School such senior students as choose to do so are permitted to spend the month of practice work in libraries which are too large to be adequately reorganized in the two weeks which the regular organizer can ordinarily give. From

this source the State receives gratis a large measure of very valuable service.

**Legislative Reference:** The Legislative Reference Section of the State Library contains a special collection on subjects of legislation, general sociology and public affairs, and is organized to be of particular assistance to legislators and students of public questions. The section contains legislative journals and documents, national, state and local, both American and foreign.

**Instruction:** The New York State Library School constitutes a separate division of The University of the State of New York, the director of the New York State Library being the director of the School also. A degree from a college registered by The University is required for entrance.

In addition to the regular instruction, which covers a two years' course, there is held each year a six weeks' summer school and recently a ten days' course designed especially for those engaged in school work has been given with the coöperation of the School Libraries Division. For admission to the summer school candidates from this State must hold paid library positions or written appointments to such positions, and in addition candidates from other states must have completed a four years' high school course or its equivalent.

**Institutes:** The New York Library Association coöperates with the Educational Extension Division in conducting library institute meetings, an average of 25 meetings being held each year in various parts of the State. Locations are selected which are as easy of access as possible, means of transportation being considered rather than geographical location. These meetings are designed especially to meet the needs of workers in small libraries. The plans for each meeting are carefully made, all library workers within the surrounding territory are notified of

the place and date, and for the last three years a printed syllabus has been provided. An increasing attendance from year to year attests the value and growing popularity of these meetings.

**Institutional Libraries:** None of the institutional libraries is directly under the supervision of the Educational Extension Division, but upon the request of the prison authorities and in coöperation with the Director of the State Library inspections of the prison libraries have been made and advice has been given regarding the selection and purchase of books. The Book Selection Section of the State Library is now preparing for publication a very carefully selected buying list of books for prison libraries.

**School Libraries:** The school libraries of the State are not officially connected with the Educational Extension Division in any way but are under the general supervision of the School Libraries Division of The University. There is no provision for the visitation and inspection of these libraries except such as is given by the inspectors attached to the Examinations Division of The University. Traveling libraries are furnished by the Educational Extension Division so far as the supply of books permits. School librarians, principals, superintendents, teachers and others interested in school libraries are urged to attend the library institute meetings, and in making up the programs the needs of school libraries are kept in mind.

**Traveling Libraries:** Traveling libraries for general reading are sent out by the Educational Extension Division to communities throughout the State, preference being given to places where it is difficult to provide good books for free circulation. These libraries are available either in fixed groups of 25 or 50 volumes, or they will be made up to suit the needs or wishes of borrowers. The fixed groups are provided with printed catalogs in which each book is briefly described. There are 36 different fixed



groups of 25 or 50 volumes each selected especially for the use of children. Books lent to schools are primarily for general reading by the children and the people of the district and are not intended to take the place of the school library in supplying supplementary reading for school work. The traveling libraries form a helpful supplement to the collections of small libraries which can buy but few new books, and the volumes in foreign languages are particularly useful to libraries having a definite but limited use for such books.

Traveling libraries may be lent to:

(1) Communities without a free library, on application of five resident taxpayers.

(2) Institutions under state supervision on application of the responsible officers. This provision includes schools and libraries connected with The University.

(3) Study clubs, granges, private schools, Sunday schools, churches, etc., on application of the responsible officers and the guaranty of a real estate owner.

The fee for these organizations is \$2.00 for 25 volumes and \$1.00 for each additional 25 volumes when sent in the same shipment. The use of the books may be restricted to members, the hours and times of opening are not prescribed and loans may be renewed upon payment of half the original fee.

(4) Individuals or single families upon the guaranty of a real estate owner. The fee is \$1.00 for 10 volumes which may be kept three months with privilege of renewal for a like period for one-half the original fee. Preference is given to rural homes not having easy access to library facilities.

Where books are available to all the members of a community no fee is charged for 25 volumes. When more than this number are wanted a fee of 50 cents is charged for each additional 25 volumes.

In all cases transportation charges to and from the



nearest railroad, boat or stage office are paid by the State if the books are sent in one shipment.

**Study Club Work:** To encourage work among literary organizations the Educational Extension Division registers those which agree to carry out an approved course of study and assists in preparing programs and by lending traveling libraries. If more than one course is adopted by a club each must be registered to entitle the club to a traveling library for each course.

The requirements for registry are:

- (1) Five or more members.
- (2) An annual report on official blanks to be transmitted before July 1 of each year.
- (3) A course of study approved by the Education Extension Division.
- (4) Not less than ten meetings covering a period of not less than ten weeks.

The primary requisite for the approval of a course of study is that the subject shall be sufficiently limited in scope to permit of its intelligent study within the time allotted. In order to be eligible for registration a course must be limited to a single subject, e. g. in history, to one country or topic; in art, to one school, etc.

The fee for a study club traveling library is \$2.00 for 25 volumes and \$1.00 for each additional 25 volumes when sent in the same shipment. The books may be kept for the club year but must be returned by July 1.

**Work With Blind:** The State Library maintains as one of its sections a Library for the Blind which contains over 2,500 volumes printed in embossed type. Any blind reader in the State may borrow from this collection without personal expense of any kind. Through a special appropriation a few titles are added each year to the number of books printed for the blind. All of the books so printed are in New York point which is the system taught in the New York State schools for the blind.

**Documents:** The State Library distributes the publications of The University of the State of New York, Legislative documents and Journals, Legislative bills, Session laws and Reports of the Court of Appeals and Appellate Division to libraries, schools, museums, learned societies, etc. A maximum of fifty copies of all reports submitted to the Legislature is delivered to the State Library for exchange purposes. To libraries within the State distribution is made without expectation of return, but only such publications are sent as are likely to be of practical use to the libraries receiving them. Publications are sent to libraries outside of the State on a liberal exchange basis.

**Picture Collections:** The Visual Instruction Division of The University circulates lantern slides and photographs for free educational use. No fee is charged for these aids but the borrower is required to pay transportation both ways and to assume responsibility for loss and damage. Except under certain conditions loans are made through libraries or schools.

**Other Work:** The Division issues "New York Libraries," a quarterly publication devoted to library interests and affairs which is distributed to New York libraries free of charge. Annual reports are required of all libraries connected with The University or which are exempt from taxation. A digest of these reports is compiled each year and submitted to the Legislature. The State Library loans books to individuals throughout the State who wish a smaller number of volumes than are provided in the house libraries furnished by this Division. The only expense to the borrower is the cost of the return transportation. The State Library also has a large collection of debate material in the form of books and clippings which it loans freely to libraries and other educational institutions.

**Publications:**

Educational Extension Division of The University of the State of New York.

Annual report. (In report of Education Department and also in report of the Director of the State Library.)

New York Libraries. A bulletin of 32 pages issued quarterly. Subscription price 25c.

Buying list of books for small libraries.

Handbooks on

Educational extension.

Free libraries.

Steps to establish a library.

Public library allotments.

Traveling libraries.

Study clubs.

Libraries for country dwellers.

Finding lists of traveling library books in fixed groups.

New York State Library.

Best books for small libraries. An annual annotated list of 250 of the best books of the preceding year.

Price 10c.

Handbook for readers.

List of books in the library for the blind.

Suggestions for using the library for the blind.

New York State Library School.

Librarianship as a profession.

Library school circular of information.

Summer school circular of information.

Visual Instruction Division of The University of the State of New York.

Handbook of the work of the Division.

**Financial Report, 1914-1915:**

Annual appropriation .....	
Books and binding .....	\$ 5,000
For 1915-16 .....	6,000
Salaries .....	16,740
For 1915-16 .....	16,740

Direct aid .....	35,000
For 1915-16 .....	37,000
Pamphlets for distribution..(Paid out of book fund.)	
Traveling expenses	} Out of general fund of Education Dept.
Express, freight and cartage	
Postage	
Printing	
Office supplies and furniture	
Traveling library boxes	
Periodical subscriptions.....(Out of book fund.)	
State institutions	} .....(No special appropriation.)
Summer school	
Miscellaneous	
Expenditures by Departments—	
Direct aid .....	35,009.52
Field work	} .....(No figures available.)
Instruction	
Traveling libraries .....	5,088.40
Legislative reference	} (No figures available, part of State Library expense.)
Educational reference	

### Statistical Report:

Number of visits made to libraries.....	253
“ “ “ “ “ traveling library stations (not public libraries). Do not visit traveling library stations except incidentally.	
Traveling Libraries—	
Number of volumes in fixed groups.....	5,075
“ “ “ “ open shelves.....	73,632
“ “ “ sent from office (including re- newals) .....	62,610
Number of requests filled .....	1,612
Groups of taxpayers served .....	130
Individuals served (House libraries) .....	127
Schools served .....	732
Institutions served .....	11
Study clubs served .....	291
Other organizations served .....	128
Free public libraries .....	182
Public Libraries—	
Population of State .....	9,113,614
Number of towns of over 2,000 inhabitants.....	186
“ “ public libraries supported in whole or in part by a tax .....	260

Number of public libraries without tax support.....	191
“ “ subscription libraries .....	23
“ “ library buildings .....	353
“ “ Carnegie buildings .....	111

## NORTH CAROLINA

### LIBRARY COMMISSION OF NORTH CAROLINA

#### Members of Commission:

Louis R. Wilson, Chairman,  
 C. C. Wright, Vice-Chairman.  
 Charles Lee Smith, Treasurer.  
 J. Y. Joyner.  
 Miles O. Sherrill.

#### Executive Staff:

Minnie W. Leatherman, Secretary.  
 Alice Rodgers, Assistant to the Secretary.  
 Betty Hicks, Stenographer and Clerk.

**History of Commission:** The North Carolina Library Commission was created by the General Assembly of 1909 and active work was begun September 15th of the same year. The Commission consists of five members, two of whom are appointed by the North Carolina Library Association, and one by the Governor; the State Librarian and the Superintendent of Public Instruction are members ex-officio.

The Commission aids in organizing new libraries and in improving those already organized; it gives advice and assistance to all libraries regarding laws and methods of organization and as to the selection of books, cataloging, maintenance and other details of library management; it compiles and distributes statistics of libraries and library conditions in North Carolina; and it furnishes traveling libraries to rural communities, to small towns making a library beginning, and to very small public libraries with insufficient book funds.



**Public Libraries:** Through correspondence, personal visits, public meetings and the distribution of literature the Commission endeavors to awaken interest in the establishment of new libraries, in the improvement of those already established, and in all phases of library extension. The secretary visits the various libraries to confer with the librarians and trustees and assists new libraries in the practical details of organization to the extent of installing a charging system, starting the accession record and shelf list, and teaching the librarian how to keep the necessary records.

**Legislative:** All legislative reference work is done by the Legislative Reference Library which is a department of the North Carolina Historical Commission.

**Instruction:** In addition to the instruction given through correspondence and on personal visits the Commission conducts special courses for librarians whenever there is sufficient demand for them. This plan works better in North Carolina than the regular summer school for it enables us to bring together a few librarians of public libraries at one time and the school and small college librarians at another. In making up the classes the amount of experience of the individual librarian and the special work desired by each are also given careful consideration. These courses are always short, never longer than two weeks, as it is not practicable for librarians to be away for a longer period.

At the next meeting of the Teachers' Assembly the Commission will give a brief course on school library methods and this will probably become a regular feature of these meetings. The course will begin a few days prior to the opening of the Assembly and continue a day or two after the close of the regular sessions.

**District Meetings:** At the 1915 meeting of the North Carolina Library Association a committee was appointed to coöperate with the Library Commission in arranging

district meetings in different parts of the state. These meetings have been very successful and it has been decided to hold them annually. The Association and Commission will continue to coöperate in this work and the Secretary of the Commission will attend the regular meeting in every district each year.

**School Libraries:** The Commission gives advice on the care and use of school libraries through correspondence, talks at teachers' meetings, and the distribution of printed matter; compiles lists of books on special subjects; and revises lists submitted by superintendents and teachers. In 1915 the secretary compiled the "List of Books for Rural Schools." The list is issued by the Superintendent of Public Instruction and rural schools must select books from this list to secure state aid.

Only a few traveling libraries have been prepared especially for schools, but the regular collections are frequently kept in the school house. The debate and other package libraries, probably the most satisfactory form of traveling library service, are loaned to schools and to debating and literary societies.

**Traveling Libraries:** The General Assembly of 1909 authorized the Library Commission to establish and maintain a traveling library system but no appropriation was made for buying books. Hence the Commission did not undertake the operation of traveling libraries until 1914, a special appropriation having been secured for this purpose the year before.

The traveling library system consists of regular traveling libraries of 40 volumes, of package libraries, and of a general loan collection from which special package libraries are made up to meet the individual needs of applicants.

The regular traveling libraries have a three-fold purpose: To furnish library privileges to farming communities and villages too small to support public libraries; to

supplement the meager collections of very small public libraries with insufficient book funds; and to encourage the establishment of local libraries by serving as a nucleus for a permanent library. They are arranged in fixed groups but whenever requested are supplemented by special collections on any subject. These libraries are loaned upon application signed by the officers of a library association, by five taxpayers, or by the officers of a Farmers' Union Local. No fee is charged for the loan of libraries but borrowers pay the transportation charges both ways. Libraries are loaned for three months with the privilege of renewal for one month longer.

**Package Libraries:** Are of Three Kinds: The Debate libraries, the Farmer's library and the Study Club libraries. The Debate libraries are carefully prepared collections on the political, social and economic questions which are being debated by schools and societies throughout the state. They consist of books, pamphlets, and magazine and newspaper articles. They are not loaned to individuals but to schools and debating societies and on condition that all taking part in the debate have the use of the material. The libraries are loaned for three weeks and cannot be renewed. They are also a very effective means of bringing the Commission into close touch with the schools, and in many cases the Commission is able to awaken interest in the improvement of the school library or in the establishment of a traveling library station in the community.

The Farmer's library is a collection of twelve books on Agriculture and Country Life. The collections were purchased from an appropriation made for the purpose by the State Board of Agriculture and are loaned for a period of two months to Farmers' Union Locals or other groups of farmers. The Commission also maintains a special collection of books on Agriculture and Country Life from which small collections of 6 to 10 volumes are made up and loaned in the same way as the Farmer's library.

A few fixed collections on some of the subjects most in

demand have been prepared for study clubs and these are known as Study Club libraries. This work has just been begun and as yet is on a very small scale, but its scope will be enlarged next year and the work developed just as rapidly as funds and time permit.

The General Loan Collection is a miscellaneous collection of books on all subjects and it enables the Commission to send books to individuals, and to supplement the various fixed collections so that they will meet the needs of each community and organization to which they are loaned. In order that citizens may secure books with as little delay as possible, they are sent in response to applications signed by a teacher, minister, postmaster, county or town official, or the officers of a book club, society, or other organization. The books from this section are loaned for four weeks, and the borrower pays the postage or express both from and to Raleigh.

**Study Club Work:** The Commission compiles lists of books for study clubs and revises lists submitted; it lends study outlines or programs upon request; and it furnishes literature to club members for papers on special subjects. In addition to the regular traveling libraries for study clubs which have already been described the Commission makes up special collections from the General Loan Collection. Because of the limited resources of the Commission and the demand for material, clubs are asked to return books as soon as they finish with them instead of waiting until the entire collection is returned.

**Other Work:** The Commission sends to rural schools collections of recitations and orations, plays suitable for school production, material for essays and speeches, and makes a special effort to render assistance in the preparation of the commencement exercises.

The Commission compiles an annual report of library conditions in North Carolina from statistics secured from the individual libraries and publishes a quarterly bulletin,

the North Carolina Library Bulletin. This bulletin is sent free to every library in the state, and upon application, to library trustees and to others interested in library extension. The first issue appeared in December, 1909. Each number contains important library articles, editorial notes and general news. It is intended to serve as a means of communication with each and every library, to bring the libraries into closer relation with one another, and, in general, to increase the interest in libraries throughout the state, and to improve the quality of their service to the public.

#### **Publications in Print:**

Biennial Reports, 1909-1914.

North Carolina Library Bulletin, December 1909-date.

A Select Bibliography of North Carolina by Dr. Stephen B. Weeks.

The Public Library. (Circular No. 1.)

Traveling Libraries. (Circular No. 2.)

Debating; list of books for libraries, high schools, and debating societies.

Free Debate Libraries, 1912-13.

North Carolina Library Commission.

Twenty reasons why North Carolina should have traveling libraries.

Free Traveling Libraries.

Agriculture and Country Life.

North Carolina Package Libraries: Material for debate loaned by the Library Commission.

North Carolina Package Libraries: The Farmer's Library.

#### **Financial Report:**

Annual appropriation .....	\$4,000.00
Books .....	1,375.32
Binding .....	3.25
Salaries .....	2,160.00
Pamphlets for distribution.....	7.75
Traveling expenses .....	68.50



Express, freight and cartage .....	46.60
Postage .....	130.44
Printing .....	143.37
Office supplies and furniture .....	226.51
Traveling library boxes .....	43.35
Periodical subscriptions and organization dues.....	20.45

### Statistical Report:

Number of visits made to libraries.....	21
Traveling Libraries:	
Number of volumes in fixed groups.....	2,808
" " " " open shelves.....	1,063
" " " sent from office (not including re-	
newals) .....	7,050
Number of volumes renewed .....	1,003
" " requests filled .....	802
Groups of taxpayers served.....	Statistics not available
Public Libraries:	
Population of State (census of 1910).....	2,206,287
Number of towns of over 2,000 inhabitants.....	55
Number of public libraries supported in whole or in	
part by a tax .....	20
Number of public libraries supported without tax...	25
" " subscription libraries .....	14
" " library buildings .....	31
" " Carnegie buildings .....	11

## NORTH DAKOTA

### PUBLIC LIBRARY COMMISSION

The legislature of 1907 created a Public Library Commission consisting of three members; the president of the North Dakota Library Association and the Superintendent of Public Instruction, ex-officiis and one member to be appointed by the governor.

The legislature of 1909 amended this law by adding two members to the Commission, the Secretary of the State Historical Society, ex-officio, and one member to be appointed by the Governor.

The legislature of 1915 amended the Library Law by transferring the supervision of library work in the state to the newly created State Board of Regents, which also

has supervision of all the educational institutions of the state.

The duties of the Public Library Commission remain unchanged. The law specifies it shall circulate traveling libraries, give advice and instruction upon any matter pertaining to the organization, maintenance or administration of libraries; encourage their formation where none exist; keep statistics of free public libraries in North Dakota; maintain an educational reference library, which shall aid individuals and clubs by correspondence and conduct a legislative reference bureau for the information and assistance of the members of the legislative assembly.

**Advisory Work:** The Library Commission promotes interest in the state by correspondence, by publicity through newspapers and exhibits and by sending an organizer to assist in library work. It helps plan library buildings, advises in the selection and purchase of books, in securing trained librarians and in any other details of library science.

**Traveling Libraries:** These libraries are in fixed groups and are sent for six months to communities, libraries, schools, study clubs and groups of taxpayers, free of cost, except for transportation, and under such rules and regulations as protect the property of the state and best increase the efficiency of the service.

Four kinds of libraries are sent.

(a) Farmers' libraries, which consist of twelve to fifteen technical books on farming, which are sent on application of three farmers, who agree to circulate them in their vicinity.

(b) School libraries. These contain twenty-five books, suited to grades from first to sixth. They are sent free of all expense, but transportation, when the president and secretary of the school board and the teacher sign an application.

(c) School libraries, consisting of forty to fifty volumes,

suited to all grades from the first to the eighth and containing also some adult reading for teachers and community.

(d) Community libraries. These boxes contain fifty books, selected with special reference to adult and juvenile readers in the community. They are sent to stores, post offices, churches, club rooms or homes where six responsible persons agree to care for them and circulate them.

**Educational Reference Library:** This collection contains approximately 5,000 volumes and over 30,000 pamphlets and clippings on special topics, which are sent to study clubs, teachers, schools, debating societies and individuals who are willing to pay postage both ways.

**Legislative Reference Work:** This department contains approximately 1,200 books and 15,000 pamphlets and clippings which have been collected with special reference to the need of legislators. Aid in reference work and bill drafting is given during sessions. The remaining months of the bi-ennium much of this material is circulated in the state through the educational reference department. A number of valuable bulletins and digests of material have been prepared in this department.

### Financial Report:

Annual appropriation .....	\$8,617.50
Books and binding .....	1,000.00
Salaries .....	6,105.00
Direct aid .....	.....
Pamphlets for distribution .....	.....
Traveling expenses .....	100.00
Express, freight and cartage .....	287.50
Postage .....	300.00
Printing .....	200.00
Office supplies and furniture.....	125.00
Traveling library boxes .....	.....
Periodical subscriptions and organization dues.....	500.00
State institutions .....	.....
Summer school .....	.....
Miscellaneous .....	.....

## Expenditure by Department

Direct aid .....	.....
Field work .....	\$ 298.84
Instruction .....	.....
Traveling libraries .....	3,718.28
Legislative reference .....	2,591.64
Educational reference .....	1,497.35

## Statistical Report:

Number of visits made to libraries.....	33
“ “ “ “ “ traveling library stations (not public libraries).....	None

## Traveling Libraries:

Number of volumes in fixed groups.....	9,511
“ “ “ “ open shelves.....	....
“ “ “ sent from office (not including re- newals) .....	10,054
Number of volumes renewed .....	....
“ “ requests filled .....	263
Groups of taxpayers served .....	190
Individuals served } .....	(Kept in educational reference)
Schools served }	
Institutions served .....	73
Study clubs served .....	....
Other organizations served .....	....

## Educational Reference:

Work with study clubs and individuals is kept under this heading instead of under Traveling Libraries,—11,194 books, pamphlets, and periodicals were sent last year to 3,542 applicants.

## Public Libraries:

Population of State (1910 census).....	577,056
Number of towns over 2,000 inhabitants.....	12
“ “ public libraries supported in whole or in part by a tax .....	30
Number of subscription libraries.....	11
“ “ public libraries without tax support.....	12
“ “ library buildings .....	17
“ “ Carnegie buildings .....	11

## OHIO

**Board of Library Commissioners:**

Frank N. Sweitzer, Canton, President.

Clyde W. Park, Cincinnati.

Merritt C. Speidel, Piqua.

**Executive Staff:**

C. B. Galbreath, State Librarian, Director of Legislative Reference Department and Secretary Library Commission.

J. Howard Dice, Organizer.

Amy Allen, Field Assistant.

Nettie Gravett, Superintendent of Traveling Library Department.

George H. Edge, Assistant Legislative Reference Department.

The first Board of Library Commissioners, under the present law, was appointed April 22, 1896.

The Commission has entire charge of the State Library and has done much to popularize that institution and extend its sphere of activity. It is now open to all citizens. Its service through the mails is rapidly extending. It is not only a reference library for state officials and members of the General Assembly, but also the free public library of the entire state.

**Advisory Work:** The Commission is by law authorized to give advice in relation to "the maintenance and administration" of public libraries. This authority has been liberally interpreted and substantial assistance has been given to those seeking such aid. The law was amended in 1906 and the employment of a library organizer is now authorized.

**Organization:** At the 1908 session of the General Assembly there was made an appropriation of \$3,000, which covers all expenses of the department of library organization. The Board of Commissioners have specified the duties of the organizer as follows:

To give aid and counsel by correspondence and personal



visits to cities, towns and communities proposing to establish libraries.

To assist in reorganizing old libraries according to modern methods, which will insure greater efficiency and the best results.

To gather statistics of Ohio libraries for the use of this Commission and the guidance and information of trustees and others.

To give advice and assistance in planning library buildings and collect material on this subject for the use of the library board.

To prepare an annual report to the Board of Library Commissioners on the general library conditions of the state.

The library organizer and a field assistant are engaged in this work. Visits have been made to public libraries, aid has been given in the establishment of new libraries, and a number of libraries have been partially or completely reorganized by the introduction of modern methods. District meetings have been held in different sections of the state. These have been well attended by librarians and those interested in library work.

**Monthly Bulletin:** In April, 1905, the Commission commenced the publication of a monthly bulletin. This is devoted chiefly to lists of important current additions to the state library. Some numbers cover special topics, as *Initiative and referendum*, *Primary elections*, *Free railway passes*, *Capital punishment*, *Ohio's state flower*, *Ohio's jewels*, *Seal of Ohio* and the *Northwest Territory*. Later this publication was considerably diverted from its original purpose. It has not been issued within the past year but publication is about to be resumed. More space will be given to local library news and the work of the department of library organization.

**Traveling Libraries:** The traveling library work is administered by a department of the state library. The so-called "flexible" system, as distinguished from "fixed col-

lections," has been used since the issue of the first traveling library in Ohio. Collections varying in number of volumes are sent to women's clubs, schools, granges, public libraries, independent study clubs, religious organizations, men's clubs and the W. C. T. U. These are loaned for eight months, the transportation both ways being paid by the borrowers. The traveling library department issues books on agriculture and other subjects in collections not exceeding five volumes each to individual patrons for a period of three months with privilege of renewal.

**Legislative Reference Department:** The general assembly in 1910 enacted a law authorizing the board of library commissioners to establish in connection with the Ohio state library, a "legislative reference and information department" and appropriated \$3,000 for its support. The law in 1913 was materially amended and the department was made independent of the state library though nominally it was continued under the board of library commissioners. The board appoints the director of the department upon the approval of the governor. The director is directly responsible to the board. In the interest of economy and closer coöperation the Board of Commissioners have elected the state librarian director of the legislative reference department without additional salary.

This department was organized primarily to assist the general assembly and other officers and employes of the state government. Its duties are:

1. To collect all available information relating to matters that may be the subject of legislation.
2. To preserve and classify this information and carefully index and arrange the same so that it may, at all times, be readily accessible to members of the general public for reference purposes.
3. To prepare or aid in preparing bills and resolutions when requested to do so by the members of the general assembly.

In short, the comprehensive duty of this department is

to furnish information to those requesting it in regard to all departments of the state government.

It is the desire of those in charge of the department to popularize its work and bring it into closer touch with the people. They have recently published, with annotations and indexes, compilations of the laws of the state on the following subjects: Civil service, highways, agriculture, public advertising and library laws. Other publications are in the course of preparation.

### **Publications:**

Publications of the state of Ohio, 1896.

Lafayette day leaflet, 1899.

Newspapers and periodicals in Ohio state library, other libraries of the state, and lists of Ohio newspapers in the library of congress and the library of the historical society of Wisconsin, 1902.

Sketches of Ohio libraries, 1902.

Early newspapers in Ohio, 1902.

Duplicate magazines in Ohio libraries, 1904.

† Monthly bulletin, June 1905–date.

Ohio emblems and monuments, 1907.

Initiative and referendum, 1908.

Books of interest to farmers in traveling library department, 1908.

The children's library, 1908.

The library movement in Ohio, 1909.

Initiative and referendum, 1909.

Need of a legislative reference department for Ohio, 1909.

Establishment of a legislative reference department of Ohio state library, 1910.

Ohio canals, 1910.

Initiative and referendum, 1911.

Regulation of public utilities, 1911.

Public service commission laws, 1911.

Nomination and election of U. S. senators, 1911.

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† Temporarily suspended. Publication will be resumed.

- Workmen's compensation, 1911.
- Record of bills and resolutions, 1911.
- Books on arts and artists in traveling library department, 1912.
- Digest of state constitutions, 1912.
- Organic law of Ohio, 1913.
- Compulsory voting and absent voting, 1914.
- Bibliography of material bearing upon issues raised by state party platforms in 1914.
- Report of committee on finance of municipalities, 1915.
- \*Road laws of Ohio, 1915.
- Civil service laws of Ohio, 1916.
- Agricultural laws of Ohio, 1916.
- Legal advertising laws of Ohio, 1916.
- Library laws of Ohio, 1916.

## OREGON

### OREGON STATE LIBRARY

#### Trustees of the Library:

- James Withycombe, Governor.
- J. A. Churchill, State Superintendent.
- P. L. Campbell, President of the University.
- Mary Frances Isom, Librarian of Portland Library.
- W. B. Ayer, appointed by the Governor.

#### Executive Staff:

- Cornelia Marvin, Librarian.
- Vera Welborn, Traveling Library Clerk.
- (Ten others on staff of library.)

The law passed in 1913 abolished the Oregon Library Commission but made the members of the Commission trustees of the State Library and transferred to these trustees the State Library then in existence with the excep-

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\* This publication and the two that follow it contain interesting introductory material.

tion of the law books which were left with the Supreme Court as a Supreme Court Law Library. Since this law went into operation, the library has been moved to the new Supreme Court Building, the same lines of work having been carried on, except that the general loan work has very greatly increased. This is, of course, largely reference work, as we do not have ready-made package libraries but select all material loaned. A large number of volumes are loaned to libraries for re-lending.

The work of the Oregon State Library is not like that of a regular Library Commission, inasmuch as we have a general lending library and our field work is secondary. In the year 1915-1916 the funds have not been sufficient for all lines of work which we do, the general lending work having increased very rapidly. Field work, alone not required by law, has been omitted. The library is, however, in very close touch with the libraries, lending to all of them constantly, in other ways. The librarian sees each library once in the year.

**State Lending Library:** Maintains a free library from which books are loaned to any responsible person in the state. Parcel post rates make transportation of books possible at slight cost. Has extensive collections on agriculture, domestic economy, municipal government and affairs, education, public health and sanitation, roads and other practical subjects.

**Traveling Libraries:** Maintains a system of free traveling libraries, which furnish books to rural communities and villages too small to support local libraries. Stations for the State library may be established in any community. Application blanks sent upon request.

**Reference Collection:** Clippings from reference books, cyclopedias, and periodicals; public documents and other literature are collected and sent to any person who asks for material on any subject within the scope of the library.



If articles cannot be supplied directly, the State library forwards the request to the library of one of the State schools or to some public library.

**Legislative Reference Collection:** Literature bearing upon state questions has been collected, and is loaned to any investigator who wishes information upon the laws and customs of other states. The library offers to collect and loan material bearing upon any public question of interest to Oregon citizens.

**Debate Libraries:** Collections of books, pamphlets and clippings on both sides of important public questions are loaned to debating societies.

**For Farmers:** Loans collections on agriculture to county agents for reloaning locally, adds such books to traveling libraries and loans them singly to anyone.

**For Public Libraries:** Loans books, singly and in groups, to supplement public libraries, and to meet needs not met by small local collections.

### Financial Report (All State Library Work):

For 1915-1916

Biennial appropriation .....	\$38,800.00
Books and binding .....	7,078.66
Salaries .....	9,494.20
Pamphlets for distribution .....	90.80
Traveling expenses .....	48.40
Postage, express, freight and cartage.....	440.49
Printing .....	919.36
Office supplies and furniture .....	491.66
Traveling library supplies .....	100.44
Periodical subscriptions and organization dues (included in book account) .....	388.83
Summer school .....	.....
Miscellaneous .....	1,070.47

**Statistical Report:**

Number of visits made to libraries.....	....
Number of visits made to traveling library stations (not public libraries) .....	None
<b>Loans and Traveling Libraries:</b>	
Number of volumes in fixed groups.....	20,538
"    "    "    " open shelves.....	18,285
"    "    " sent from office (not including re- newals) .....	25,414
Number of volumes renewed.....	20,501
Groups of taxpayers served.....	....
<b>Public Libraries:</b>	
Population of state.....	672,765
Number of towns of over 2,000 inhabitants.....	23
"    " public libraries supported in whole or in part by a tax .....	38
Number of public libraries without tax support.....	7
"    " subscription libraries .....	2
"    " library buildings.....	23 public and 1 private
"    " Carnegie buildings .....	21

**PENNSYLVANIA****PENNSYLVANIA FREE LIBRARY COMMISSION****Members of the Commission:**

Harrison W. Craver, Pittsburgh.

Thomas L. Montgomery, State Librarian, Secretary  
*ex officio*.

Henry Belin, Jr., Scranton.

Rev. Horace E. Hayden, Wilkes-Barre.

Morris Jastrow, Jr., Philadelphia.

I. Harvey Brumbaugh, Huntingdon.

**Executive Staff:**

Robert P. Bliss, Assistant Secretary.

Anna A. MacDonald, Consulting Librarian.

Cordelia B. Hodge, Head of Traveling Libraries.

Helen E. Rockwell, Cataloger and Organizer.

The Pennsylvania Free Library Commission was established in 1899. Under the operation of the law, the work

of the Commission divides itself into two parts, that of supervising and encouraging the free library movement through the state, and that of maintaining a system of traveling libraries.

**Periodical Exchange:** The Commission has maintained an exchange by which libraries or individuals having books and periodicals to dispose of may place them where they will do most good. In some cases the Commission tells where to send the material, in others it is sent to the Commission office, where it is held until use is found for it.

**Advisory Work:** The advisory work begins, wherever possible, with the inception of the movement. In case of new libraries, advice is given in planning the start, the campaign for funds and the formation of a library association. Wherever advisable a member of the staff addresses meetings and calls on those it is desired to interest. The Commission helps in securing a competent librarian. Assistance is given in selecting books, and, where best, buying them. Visits are made from time to time to revise work, help to overcome difficulties and give encouragement to the librarians.

Where an older library is operating under old and possibly inefficient methods, help is given in discovering this and in reorganizing under better methods.

**Organizing:** The Commission gives aid in the technical side of organization to old libraries needing reorganization and to those just starting. When trained service is possible the Commission coöperates with the town in securing the right person for the work. Whenever necessary, the Commission sends a member of its staff to the library in question to teach the person in charge proper methods and possibilities of service by working directly with the librarian.

**Instruction:** In 1911 a Summer School for Library

Workers was organized with a term of six weeks. This has been carried on at State College at the same time as the Summer Course for Teachers. The instruction includes cataloging, classification, reference work, book selection and buying, children's literature, work with children, business methods and other subjects.

The instruction is given from the small library standpoint and in most cases is of an individual character. The Consulting Librarian who is in immediate charge of the school takes advantage of her knowledge of conditions to fit the work to the particular need of each pupil. In this way the work is made more helpful.

In addition to the regular course for librarians, there is a shorter one for teachers. This is the same as the course given to the freshmen at State College with the addition of several hours work in children's books and work with children. This work is intended to enable the teacher to use books to greater advantage in her work and supervise the reading of the children.

**Institute and District Meetings:** In 1903 the State Library Association began to hold round tables for library workers. In 1907 the Commission took over this work. The State was divided into districts and the work systematized. We prefer the term Round Table, or Neighborhood Meetings, because it is less formal. Meetings are held in these districts once each year. In one, where there are a large number of libraries and transportation facilities are good, there are three meetings. All the arrangements are left to the local people. The Commission makes sure that the meetings do not go by default but throw the responsibility on the local librarians as far as possible. The results have been greater interest and intelligence in carrying on the work and a greater *esprit de corps*.

**Traveling Libraries:** The traveling libraries are designed to encourage the establishment of permanent libraries wherever possible, and to provide books for locali-

ties which cannot support libraries of their own. To this end, libraries are of service in several lines of work:

(1) Collections of fifty books for general reading, whose purpose is to provide free libraries for communities in which there is no such institution. These are loaned for six months upon application of twelve taxpayers, and payment of a fee of one dollar to cover cost of transportation both ways.

(2) Collections on special subjects for study clubs and reading circles. Study clubs are invited to send their programs to the Commission and reference libraries will be made up to cover the subjects. The number of books varies, but all books needed for the proper study of the subjects are included. These libraries are loaned upon application of the officers of the club, for a fee of one dollar to cover transportation and may be kept until the close of the season's work.

(3) Books are loaned to individuals who are interested in some particular line of study, but are so situated that they cannot secure the books needed. These collections include not more than five works, which may be kept three months. The application must be endorsed by a real estate owner, and all transportation charges paid by borrower.

(4) The Commission does a large work among the schools in the way of providing material to assist in essay and debate work, as well as to assist in regular school work. If the matter seems to deserve it, bibliographies are prepared and whatever is necessary done to help. This kind of assistance is also rendered individuals who may need it.

(5) A considerable collection of pictures has been gathered for the purpose of illustrating study club and school work. The pictures are of various sizes from large photo-gravures to the Cosmos prints and have been gathered from various sources. They will illustrate a great variety of subjects.

(6) In order to help the smaller libraries meet the



problem of the foreigner (which is very prominent in our State) we have gathered collections of books in French, German, Hungarian, Italian, Lithuanian, Polish and Slavonic. These are loaned to libraries and other organizations which are working among these peoples. A fourteen-day notice has also been printed in these and several other languages for the use of those libraries which have foreign collections of their own.

As far as possible, the traveling library stations are visited. In this way the Commission keeps in touch with its clients and books can be selected for them with greater intelligence. We do not loan traveling libraries in communities of more than 1,000 population except to aid study clubs or libraries which need such assistance.

#### **Publications:**

Annual reports, 1-2.

Bulletin No. 2. Aids in book selection.

Handbook of the Pennsylvania Free Library Commission, 1907.

Pennsylvania Library Notes.

Various special lists and circulars of information about the work.

#### **Financial Report:**

(For two years ending June 30, 1915)

Biennial appropriation .....	\$ 31,000
Books .....	5,493
Salaries .....	19,880
Pamphlets for distribution (included in books).	
Traveling expenses .....	1,909
Express, freight and cartage .....	1,152
Postage .....	384
Printing .....	774
Organization dues .....	5
Summer school .....	502

#### **Statistical Report (2 years):**

Number of visits made to libraries.....	400
“ “ “ “ “ traveling library stations (not public libraries) .....	....

**Traveling Libraries:**

Number of volumes in fixed groups.....	
“ “ “ “ open shelves.....	35,000
“ “ “ sent from office (not including re-	
newals) .....	35,769
Number of requests filled.....	
Groups of taxpayers served.....	27,680 vols.
Individuals served .....	248 vols.
Study clubs served .....	2,873 vols.
Other organizations served (public libraries).....	4,070 vols.

**Public Libraries:**

Population of State .....	7,665,000
Number of towns of over 2,000 inhabitants.....	Several hundred
“ “ public libraries supported in whole or in	
part by a tax .....	77
Number of public libraries without tax support.....	76
“ “ subscription libraries .....	....
“ “ Carnegie buildings .....	30(?)

**RHODE ISLAND****STATE COMMITTEE ON LIBRARIES****Members of the Library Committee:**

Frank Hill, Chairman, Ashaway.

Frank E. Thompson, Newport.

Joseph R. Bourgeois, Arctic.

**Executive Staff:**

Walter E. Ranger, Secretary, State House, Providence, R. I.

Mrs. Anne W. Congdon, Library Visitor.

Herbert O. Brigham, State Librarian.

Free public libraries, as well as public schools, are under the general supervision of the State Board of Education. The State Committee on Libraries, composed of three members of the Board of Education, performs the duties assigned in some states to a public library commission. The Committee apportions annual state aid to all free public libraries, and in connection therewith it requires specific and carefully arranged reports from libraries.

It makes rules for the purchase of books and requires that all lists of books purchased with state money have its approval. It promotes the organization of new libraries, gives advice and assistance to librarians, maintains a system of traveling libraries, and publishes circulars.

The Rhode Island State Library is housed in the Capitol at Providence and is under the care of the State Librarian. The Rhode Island State Law Library is housed in the Superior Court House in Providence and is under the supervision of the Supreme Court of the State and in care of a librarian appointed by the Court.

**Advisory Work:** The committee on libraries of the State Board of Education, through its secretary and the library visitor, gives advice on the organization, maintenance and administration of libraries, participates in local meetings held for the promotion of library interests, and renders assistance in the establishment of new libraries. The library visitor, employed by the State Board of Education, visits libraries, inspects them, and reports to the Board; gives advice and counsel where needed, and, in general, sees to it that libraries which participate in the distribution of State aid comply with the requirements of law and the rules and regulations of the State Board of Education.

**Instruction:** The library committee has never held library institutes or summer schools for librarians. The library visitor is skilled in library work and gives personal instruction and guidance in library methods to inexperienced librarians or to librarians desiring to know better methods. The library visitor, at request, assumes personal supervision of the reorganization of public libraries.

**Direct Aid:** Since 1875 the State through the library committee of the State Board of Education, has apportioned an annual appropriation to free public libraries for the purchase of approved books. Exclusive of \$2,500 for the library visitor and traveling libraries, the annual ap-

proprietion in 1916 is \$9,600, which is apportioned to sixty-two free public libraries. Aid is granted annually to each library as follows: \$50 on the first 500 volumes in circulation, \$25 for every additional 500 volumes, \$200 being the maximum appropriation for any one library. Besides maintaining and circulating traveling libraries of its own, the State expends a large part of the annual appropriation for traveling libraries as direct aid to associations maintaining and circulating this class of libraries.

**Traveling Libraries:** The system of traveling libraries was established in 1907; the annual appropriation of \$2,500 is expended for the salary of the library-visitor and for traveling libraries. Traveling libraries include (1) traveling libraries circulated by the Library Committee, (2) traveling or branch libraries distributed to schools with State aid and by existing libraries and (3) traveling libraries maintained and circulated with State aid by associations. There are now 227 traveling libraries containing 11,507 volumes, having a circulation last year of 45,625 volumes loaned.

The Library Committee maintains an educational library at its office in the State House, from which loans are made to teachers.

Under the control of the State Librarian a Legislative reference bureau is maintained, for which an annual appropriation of \$3,300 is provided.

Books and magazines for the blind are purchased by the library committee.

### Financial Report:

Annual appropriation .....	\$11,900.00
Books and binding .....	423.24
Salaries .....	799.99
Direct aid .....	9,474.95
Traveling expenses .....	104.03
Express, freight and cartage .....	187.35
Postage .....	16.43
Printing .....	15.31

Office supplies and furniture .....	....
Traveling library boxes .....	15.25
Periodical subscriptions and organization dues.....	104.32
Miscellaneous .....	606.75
<b>Expenditures by Departments</b>	
Direct aid .....	9,249.27

**Statistical Report:**

Traveling libraries .....	227
Number of volumes in fixed groups.....	11,507
"    "    "    "    open shelves.....	....
"    "    "    loaned .....	45,625
Schools served .....	193
Teachers' libraries .....	17
Institutions served .....	2
Other organizations served.....	4 granges, 2 French
<b>Public Libraries:</b>	
Population of state (census of 1910) .....	542,610
Number of towns of over 2,000 inhabitants.....	27
"    "    public libraries supported in whole or in part by a tax .....	45
Number of public libraries without tax support.....	17

**SOUTH DAKOTA****SOUTH DAKOTA FREE LIBRARY COMMISSION****Names of Commissioners:**

Frank M. Byrne, Governor, ex-officio.

Charles H. Lugg, Superintendent of Public Instruction, President, ex-officio.

Doane Robinson, State librarian, Secretary, ex-officio.

William H. Powers.

Mrs. W. L. Schuppert.

**Executive Staff:**

Lois A. Spencer, Field librarian.

Ada M. Pratt, Assistant field librarian.

**History of the Commission:** The South Dakota Free Library Commission was established by an act of the legislature of 1913. This law provides that there shall be



five members of the Commission, three ex-officio, as given above, and two additional members to be appointed by the governor, one from three names submitted by the State Library Association, and one from three names submitted by the State Federation of Women's Clubs. These appointments are made for a period of three years. The law further provides that the Library Commission shall maintain its office in the State Library at the Capitol, and that the State Library as well as the Commission work shall be under the management of the Free Library Commission.

The legislature makes a separate appropriation for this department, although there is no independent office. The field librarian and her assistant carry on all the work of the Commission except the supervision of the State Library and its departments—the Legislative Reference and the Historical libraries.

The law making the State Librarian secretary of the Commission also compels him to serve without pay. When the Commission met for first arrangements, it was decided to employ a trained librarian to carry on the work in the state, giving her the title of Field Librarian. With the exception of signing the vouchers, keeping the financial records, and reporting the meetings, she exercises all the duties and authorities of secretaries in other states. Miss L. M. E. Borresen was the first field librarian, resigning in September, 1915.

**Public Libraries:** Aid in establishing. The Commission gives personal assistance and advice to communities proposing to establish public libraries, and encourages the growth of the library by correspondence, addresses and newspaper articles. No financial aid is given.

**Periodical exchange.** Through a clearing house for periodicals the Commission assists public libraries to complete their files for reference.

**Advisory work.** Practically all the work of this Commission with public libraries is advisory. The field li-

brarian makes suggestions to towns on the building, furnishings, and supplies for new libraries; answers questions regarding the administration, book selection, and the keeping of uniform records. For the last, blanks are furnished by the Commission. Work is done in publicity, both for the local library and for the Commission through personal visits, correspondence, club meetings, and newspapers. Advice in regard to library schools and training has been given frequently.

In South Dakota the purchase of books for school libraries with public funds is entirely in the hands of the County Superintendents. It is one of the expressed duties of the Commission to give these officials help in book selection when it is requested. No special list is published for this purpose however, the Commission having adopted the one prepared by Minnesota.

**Visits.** Visits are made to public libraries for (1) organizing work, (2) inspection, (3) advisory aid. An effort is made to go to each public library at least once a year.

**Organizing.** The state pays the traveling expenses, as far as funds permit, for any organizer, the field librarian or her assistant, to organize new libraries or build up old ones. It is expected that the community served will pay the board of such worker as long as she is in town.

**Legislative Reference:** A legislative reference department is conducted under the supervision of the State Librarian, with an assistant in charge. Bills are drafted and reference work done, entirely independent of the field librarian's work.

**School Libraries:** When the Commission was established, about 2,000 books, which had been accumulating in the office of the Superintendent of Public Instruction, were made a part of the traveling libraries. These have been sent out to schools and sometimes to public libraries, as definite loans, to supplement collections already owned.

**Traveling Libraries:** The Federation of Women's Clubs started the first traveling library system in the state, but at the organization of the Commission, these libraries were given to the state to be incorporated in the Free Traveling Libraries of South Dakota. These libraries are fixed groups of 50 or 25 volumes each, and are loaned to communities without charge except for the transportation to and from Pierre. The law requires that six responsible citizens shall sign the application guaranteeing the safe care and return of the books and the payment of transportation charges. The first 50 libraries were sent out in September, 1913. There are now (March, 1916,) 163 different libraries in the field.

Personal visits were made to establish many of these stations, and whenever the field librarian has the opportunity in the way of her work in the state, the active stations are visited. The best results have come, however, from exhibits and talks at farmers' institutes, state fairs, teachers' associations, and special meetings of clubs.

Groups of books on special subjects are loaned to clubs, schools, farmers' organizations and to individuals from an open shelf collection, which as yet is all too small to supply the demands made upon it.

**Study Club Work:** Programs and study outlines are prepared and sent to clubs on request. A very few special libraries, loaned for the year, have been prepared, but more funds will have to be made available before this work can be done with any degree of satisfaction.

**Picture Collections:** A picture collection is started, filed by subject in the pamphlet collection.

**Other Work:** When the assistant field librarian was elected it was understood that part of her work should be the cataloging of the state library which had previously been only classified. The cataloging is under the super-

vision of the field librarian who to this extent is doing state library work.

### Financial Report:

(Statistics from July 1, 1914, to July 1, 1915)

Annual appropriation .....	\$2,300.00
Books and binding .....	568.55
Salaries .....	1,150.00
Direct aid .....	.....
Pamphlets for distribution .....	.....
Traveling expenses .....	193.09
Express, freight and cartage .....	44.07
Postage .....	21.62
Printing .....	62.36
Office supplies and furniture .....	64.89
Traveling library boxes .....	39.10
Periodical subscriptions and organization dues.....	123.20
State institutions .....	.....
Summer school .....	.....
Miscellaneous .....	132.25
	<hr/>
	\$2,318.73

### Expenditures by Departments

Direct aid .....	.....
Field work .....	177.37
Instruction .....	.....
Traveling libraries .....	900.72
Legislative reference .....	.....
Educational reference .....	.....

### Statistical Report:

Number of visits made to libraries.....	18
“ “ “ “ “ traveling library stations (not public libraries) .....	5
Traveling Libraries:	
Number of volumes in fixed groups.....	5,625
“ “ “ “ open shelves.....	1,207
“ “ “ sent from office (not including re- newals; with pamphlets and magazines).....	1,203
Number of volumes renewed.....	....
“ “ requests filled .....	402
Groups of taxpayers served .....	186
Individuals .....	362
Schools .....	20
Institutions .....	...
Study clubs .....	7

Public libraries .....	13
Other organizations .....	1
<b>Public Libraries:</b>	
Population of State .....	582,765
Number of towns of over 2,000 inhabitants.....	16
"    " public libraries supported in whole or in part by a tax .....	30
Number of public libraries without tax support.....	13
"    " subscription libraries .....	..
"    " library buildings .....	22
"    " Carnegie buildings .....	21

## TENNESSEE

### Members of the Commission:

State Board of Education. S. W. Sherrill, State Superintendent.

### Executive Staff:

Mrs. Pearl Williams Kelley.

The Tennessee Free Library Commission was abolished in 1913 by legislative act, and the work of the Commission was taken over by the State Education Department, and the State Library. The library extension work is conducted through the State Education Dept., by a Director of Library Extension, who works under the supervision of the State Superintendent of Public Instruction, and the free traveling libraries are operated through the State Library, in charge of the State Librarian.

## TEXAS

### TEXAS LIBRARY AND HISTORICAL COMMISSION

### Names of Commissioners:

F. W. Doughty, State Superintendent of Education, Austin, Chairman.

Mrs. J. B. Dibrell, Seguin.

Miss Emma Kyle Burleson, Austin.

Judge O. C. Kirvin, Austin.



Dr. E. C. Barker, Professor of History, University of Texas, Austin.

**Executive Staff:**

C. Klaerner, State Librarian and Secretary.

Octavia F. Rogan, Assistant Librarian and Cataloger.

J. F. Marron, Legislative Reference Librarian.

Sinclair Moreland, Archivist.

**History of the Commission:** The act creating the Texas Library and Historical Commission became effective March 19, 1909. It provides for a Commission composed of three members appointed by the Governor and two ex-officio members—the Professor of History in the University of Texas and the Superintendent of Public Instruction.

The work of the Commission is done through the staff of the State Library.

**Public Libraries:** A number of printed aids in establishing and maintaining public libraries and various book-lists are bought by the Commission and sent where needed. Practically every library established in the state since the creation of the Commission has been given assistance through these aids or by letter. Assistance is given the same way to the very small libraries already established that are striving for a better organization. "Texas Libraries," a quarterly bulletin published in the interest of the public libraries of the state, has been inaugurated and is sent free to all libraries, county superintendents, committee members of the Texas Federation of Women's Clubs, newspapers, Chambers of Commerce, and Rotary Clubs, and also to others who request it. A chart has been prepared showing the location of all public and subscription libraries in the state with their sources of support and also showing nine of the benefits a community derives from a public library. This chart, all ready to

hang, is to be sent in a mailing tube to any community requesting it.

An attempt to interest in library work the many conventions that are held in Austin is made by distributing appropriate book-lists with rules of lending, by exhibits of appropriate books or of charts.

**Legislative:** The legislative division was organized in 1910. The collection of material is gathered from every possible source. This division is a contributor to the weekly bulletin service of the Public Affairs Information Service. All bills introduced in the Legislature since the creation of this division have been indexed.

**Traveling Libraries:** No fund has ever been appropriated for this work. On the theory that a beginning in this line will greatly aid in securing appropriations for it, eleven libraries have been recently sent out. Next fall more will be made up. Each library consists of at least fifty titles, one-third of which are juvenile; one-third, good fiction, and one-third, non-fiction. With each library is included an annotated list of the books, an advertising poster, charging tray, and various forms. No printed forms will be made until the work is better developed. One of the conditions on which a traveling library is secured is that the borrowing community make an effort to secure permanent local library privileges or to build up a local library already established. This provision is made with the view of developing a county library plan.

Each library is lent for three months with the privilege of renewal for another three months. The Texas Federation of Women's Clubs is very much interested in traveling libraries, and has turned over to the state their libraries and forty-eight dollars. Few of the books, however, can be used.

Individual books and pamphlets and combinations of the two are sent to individuals requesting information on

specific topics. These are lent for two weeks exclusive of time consumed in transportation.

Reference questions are also answered either by sending books and pamphlets or by letter.

**Study Club Work:** Books and pamphlets are sent to individuals preparing papers for club programs. Requests for help outlining the year's work are met chiefly by sending outlines and aids published by such agencies as the H. W. Wilson Company and the Wisconsin Library Commission. During the past six months three club study libraries have been lent—one on Shakespeare, one on Southern literature, and one on Texas history. Lack of time prevents even effort to develop this work.

**School libraries:** When requested the Commission sends to schools book-lists and printed aids in organizing small libraries. Several of the traveling libraries are in rural schools. Due partly to the fact that the State Department of Education has for the present biennium a million dollars to give to rural schools that meet certain conditions, one of which is a library approved by the Superintendent of that Department, schools generally look to the Department of Education for help.

**Documents:** An amendment to the Commission law provides that the Secretary of State turn over to the Commission 150 copies of each annual or biennial report for distribution to the free public libraries of Texas and to libraries elsewhere in exchange for publications received from them. This provision will have to be further amended so that the Commission has authority to distribute documents other than reports and so as to have the printer deliver the required number of documents directly to the Commission.

**Publications in Print:**

Texas libraries, v. 1, no. 1, 3-7, 9-11.

Circular No. 1: Law governing Texas State Library and the Texas Library and Historical Commission.

Circular No. 2: Rules and regulations of the Texas State Library.

Circular No. 3: County free library law.

Finding list of books on political science, law and allied topics.

Bookmarks, 1-4.

Second biennial report, 1911-13, including *Calendar of Lamar papers*.

Journal of the Secession Convention of Texas, 1836-1845.

### Publications Out of Print:

Texas libraries, v. 1, no. 2, 8.

First biennial report, 1909-11, including Secret journal of the Republic of Texas, 1836-1845.

Cumulative index to bills of the 34th legislature.

**Other work:** As the Commission is as much a Historical Commission as a Library Commission, much time and money are spent on Texas historical work.

### Financial Report:

	1915-1916	1916-1917
Annual appropriation .....	\$13,518.00	\$15,518.00
Books and binding .....	2,000.00	2,000.00
Salaries .....	7,820.00	7,820.00
Direct aid .....	.....	.....
Printing and pamphlets for distribution...	200.00	200.00
Express, freight and cartage	1,500.00	1,500.00
Postage.....		
Office supplies and furniture.		
Traveling library boxes....		
Periodical subscriptions and organization dues .....	500.00	500.00
Miscellaneous .....	198.00	198.00
Gathering historical data for each year...	700.00	700.00
Conducting legislative reference.....	500.00	500.00

## UTAH

## DEPARTMENT OF PUBLIC INSTRUCTION

**State Board of Education:**

E. G. Gowans, Salt Lake City.  
J. T. Kingsbury, Salt Lake City.  
J. A. Widtsoe, Logan.  
D. H. Christensen, Salt Lake City.  
C. R. Marcusen, Price.

**Executive Officer:**

Mary Elizabeth Downey, Library Secretary and Organizer.

**History:** The public library movement in Utah was first given authoritative organization and leadership in 1907, when Gov. John C. Cutler, at the suggestion of leading educators, called a state convention to create a live interest in the laws which had been passed some years before, empowering all cities in the state to establish libraries. This convention authorized Superintendent of Public Instruction A. C. Nelson to appoint a promoting commission to carry forward the work until the legislature should by law organize a state commission to assume the responsibility.

This first commission was immediately appointed as follows: Prof. Howard R. Driggs, University of Utah, president; Dr. E. G. Gowans, Judge Juvenile Court, vice-president; A. C. Matheson, secretary; E. R. South, treasurer; L. R. Anderson, W. D. Livingston; State Senator John Y. Smith; Prof. Fred W. Reynolds, University of Utah, and Esther Nelson, Librarian, University of Utah, members.

The promoting commission carried on a successful campaign of library education, without state funds or other financial help. The members generously gave of their means and time, publishing pamphlets and delivering



lectures in about half the cities of the state. The result was a great awakening in library interest.

When the next legislature convened, the promoting commission presented a bill authorizing the appointment of a regular library commission.

The law was passed with some amendments establishing a State Library-Gymnasium Commission of five members to be appointed by the State Board of Education, and to be under its general supervision. Its purpose is "to increase and improve educational advantages of the state by establishing and maintaining free libraries and gymnasiums."

This combination gave Utah a special feature and their promotion has helped both movements. No library in Utah, however, has a gymnasium in connection with it, as the latter has been attracted naturally to its proper place in the public schools.

The law creating the State Library-Gymnasium was later changed so as to merge the commission into the State Board of Education.

Among the helpful agencies coöperating to make libraries in Utah a success are the pulpit of the Mormon Church, which is open for the discussion of subjects of social and civic welfare and the State Department of Education which places all the teachers behind the movement.

Addresses relating directly to library work and reading have been given before county teachers' institutes, school Parent-Teachers' Associations in the larger cities and smaller towns in the state. Lectures also have been given each year before the normal school students of the University of Utah.

**Libraries:** Libraries of the state include at this time 25 tax-supported, 20 non tax-supported, 60 high school and academy collections, 5 state institutions, 2 University and 2 Agricultural College libraries. The state gives aid in establishing new libraries as well as to increase the efficiency of those already existing. Expert help is given in

organizing and publicity work. Visits are made to all the libraries and to towns where they should be established.

**Periodical Exchange:** Collections of periodicals have been made through the school children of the cities, filed and shipped to the various libraries. These collections, together with what could be gathered from the local towns, have given a generous start to periodical files for reference work in the libraries over the state. Duplicates are exchanged from library to library.

**Summer Library School:** Three summer library school sessions have been held at the University of Utah. Most of the libraries have been represented, some librarians having attended more than one session and a few have gone to summer library schools in other states.

**Utah Library Association:** The state awakened to the need of organized effort through the Utah Library Association which has held four annual meetings. Institute and district meetings are not practicable because of the long distances between many of the libraries.

**Institutional Libraries:** The State Penitentiary, Industrial School, Schools for Blind and Deaf and Mental Hospital all have libraries suited to the particular class of persons using them. The library of the last named has been created within the last two years. While the amount of literature in the institutions is no greater than it should be, an interesting comparison might be given of the proportion per capita of those using it to what the public libraries have per capita in the cities where the institutions are located.

**School and Home Libraries:** In addition to the public library movement, a decided uplift has been given also to the school and home libraries of the state.

The law making it obligatory upon school boards to spend for school libraries fifteen cents per capita annually

for each child of school age has had a wonderful effect. The books are selected from lists made by the Library Secretary and approved by the State Board of Education which assures the right kind of books for general reading in schools. In the last two years, what is known as "the book to a child in every school room movement," has had such impetus as would seem to make it sweep the whole state, which means that the children now passing through the public schools of Utah will be a generation of readers. County consolidation of schools makes it easy to work out this method through county and city superintendents and boards of education. A school census is taken by grades, and as many books purchased as there are children in each grade. The books are distributed to the teachers who have them in the school room to circulate to the children. They are encouraged to read an average of at least one book every two weeks and to keep a list of what they read by author, title, and date read.

Where there is a public library in the community, co-operation between the schools and the library is developed, so that the school fund is added to the library fund for the purchase of children's books. In such cases many of the books are distributed through the schools for the school year and returned to the library for circulation through vacation time.

Parents and teachers have been helped also with lists for their own reading, and given advice as to the purchase of books.

**Traveling Libraries:** State traveling libraries are not practicable on account of long distances from the railroad and great cost of transportation. There is little isolated farm life. People live in community centers, so the problem resolves itself into every town wanting its own individual library. It is hoped, however, to get a county law through the next legislature. A library at the county seat, in many of the counties, sending traveling libraries to every school and community center would be the ideal

thing. This is sure to follow county consolidation of schools.

**Study Club Work:** Suggestions are given to the various organizations having reading courses and reading lists are made for them.

**Work with Blind:** The State School for the Blind has a good library and extends its service to those needing it all over the state. The Auxiliary to the Reading Room for the blind holds readings three afternoons a week in the Salt Lake Public Library and teaches typewriting and reading on Saturday mornings.

**Documents:** Such documents as the particular library needs are suggested and those found in the library which are of no value to it are weeded out and returned to the U. S. Superintendent of Documents.

**Picture and Clipping Collections:** The libraries are encouraged and helped to start clipping and picture collections and some of them already have creditable collections.

**Publications:** The Utah State Department of Education Bulletin, the Utah Educational Review, the Utah Survey, and the newspapers of Salt Lake City freely publish all articles of publicity submitted.

**Outlook:** With the coöperation of the various agencies interested in the movement it is not too much to hope that the three great objects, increased efficiency, a free public library in every town, and a book to a child in every school room, will soon be realized.

**Financial Report:**

Annual Appropriation—State Department of Education provides all office and stenographic service from its general appropriation.

Summer School—State University provides for summer school.

**Expenditures by Departments**

Field work (per year) ..... \$2,300

**Statistical Report:****Public Libraries:**

Population of State .....	373,351
Number of towns over 2,000 inhabitants.....	21
“    “ public libraries supported in whole by tax	25
“    “ public libraries without tax support.....	20
“    “ library buildings .....	20
“    “ Carnegie buildings .....	18

**VERMONT****FREE PUBLIC LIBRARY COMMISSION****Names of Commissioners:**

Professor S. F. Emerson, Chairman, Burlington.

Mrs. W. P. Smith, Saint Johnsbury.

Miss F. B. Fletcher, Proctorsville.

Mr. W. A. Beebe, Proctor.

Miss E. S. Lease, Montpelier.

**Executive Staff:**

Miss Rebecca W. Wright, Secretary, Montpelier.

Miss Grace E. Kingsland, First Assistant, Montpelier.

Miss Florence M. Jerome, Second Assistant, Montpelier.

**History of Commission:** The Free public library commission was established in November, 1894, under the name of Board of library commissioners, and its duties were defined as follows: To give advice to librarians and trustees of any free library regarding selection of books, classification and cataloging and any other matters per-



taining to the maintenance or administration of the library; and to distribute state aid to libraries established under state law. The sum of \$300 was granted for the annual expenses of the Commission, and in addition to this, \$100 in books for each town voting to establish a free public library under the law provided in the bill. The trustees and the librarian of the St. Johnsbury Athenaeum were the initiators of the law. In 1900 an additional sum of \$600 was granted the Commission for the creation of a traveling library department. This was brought about mainly through the interest and activity of the Vermont federation of women's clubs, who not only worked for the passage of the bill but gave 11 traveling libraries after the bill was approved. In 1908 the law was amended to give the Commission a larger appropriation for its general expenses and for traveling library work as well as \$1,000 for a 4th department of work, aid in maintenance for small town libraries. On January 4, 1911, the Governor approved a bill giving us a 5th department, state institutions; \$500 for the last year and \$200 annually thereafter. Vermont was therefore (by a few weeks) the first state in the Union to vote a special appropriation for state institution work under the direction of a library commission.

**Public Libraries:** Aid in establishing. A town which elects 5 library trustees, votes a minimum annual appropriation according to its grand list, and applies to this Commission for "first aid," may receive \$100 in books. From 1894 through 1915, 143 towns had received this gift.

**Direct Aid:** Aid in maintenance is a yearly appropriation of \$1,500 for the benefit of small and poor town libraries and for which they apply annually. The grand list of the town (1% of property valuation plus poll tax) must be under \$10,000. Libraries given this aid are those which actively reach out to their entire community through "branches" in private houses or stores and particularly in

the distant schools. About 60 libraries a year are each given \$25 in books. 354 gifts have been made to 102 libraries (1909-1915).

**Periodical Exchange:** This was established in 1908. We still have many magazines on hand and are glad to help any libraries needing them. But, since there has been no actual "exchange" for some years, we now use the magazines chiefly for their pictures and sometimes for reference work.

**Advisory Work:** Much advisory work is done through correspondence, supplemented by visits whenever possible. Many book-lists have been made at the request of librarians, trustees, teachers, mothers, club-members, etc., etc. A quarterly Bulletin, sent free to librarians, many trustees, school superintendents and principals, and others, has been published since 1905. It furnishes information about library work and its possibilities in the state and by its book-lists tries to help small libraries in book selection.

The secretary has made 248 visits from 1908-1915. Previous to that date Commission members did the visiting and no record was kept.

**Organizing:** The secretary may help classify and catalog any free library. The state pays her traveling expenses; the library provides room and board. From 1906 to 1915, 40 libraries have been classified and cataloged, and charging systems installed, more or less simply according to their respective needs.

**Legislative Reference:** This work is done by a separate department.

**Instruction:** Instruction is given in the visits as much as possible; on general lines, through the Bulletin and at the annual public meetings. See below.

**Institute and District Meetings:** Four institutes were held from 1906 to 1911. These were profitable, but for various reasons they are no longer held. Quarterly meetings, which correspond to district meetings, were held for 6 years and then omitted. The Vermont Library Association during the past 2 years has held 2-county meetings and now plans for 1-county gatherings. In all of these the Commission has coöperated. The emphasis at these meetings will be the library as a social center.

**Institutional Libraries:** The traveling library department loaned 1 or 2 libraries to each state institution for some years until the Legislature in January, 1911, gave a special appropriation for books to be given through this Commission to 4 institutions: State prison, House of correction, Industrial school, and Hospital for the insane. Vermont was the first state in the Union to make such an appropriation. Books have been much appreciated, particularly at the State prison and the Industrial school. All 4 institutions have been visited at least once a year. The State prison has a printed catalog in each cell, and its new press now prints the list of each year's additions. The Industrial school divides its books among the cottages. The Hospital places collections of books in men's and women's wards. The appropriation should be much larger.

**School Libraries:** No schools have asked for aid and advice in the management of their libraries. But many teachers have asked for help in buying books, which is always gladly given. Teacher-training classes have been supplied with special collections called "teachers' aids": books recommended by the Commissioner of education. Also talks on the value of books in schools and on Commission aids have been given to the pupils in these classes, with exhibits of our School libraries and pictures. We have thus influenced the "teachers-to-be" before they were scattered through the state in their district schools.

**Traveling Libraries:** This department, established in 1900, has grown rapidly in size and circulation within the last 7 years. Any community, club, school, grange, etc., may borrow a library if three persons agree to pay cost of transportation both ways and to make good any losses or injuries beyond reasonable wear, however accruing. The express company gave a half-rate on return which reduced the total cost of transportation in many cases to the same as freight plus cartage. The average cost is about \$1.50 for both trips. The school libraries (primarily for district schools) have been in such demand that recently two-thirds of our book buying has been to increase these collections and answer special requests. The Vermont federation of women's clubs has continued to show its interest by giving money for 3 school libraries.

**Study Club Work:** Certain clubs have been regular borrowers for many years. Other clubs borrow intermittently, according to their program. More clubs and more individuals than ever before ask for our help in material, in magazine references, etc. Farmers' libraries (including 20 books on agriculture as well as fiction for adults and books for children), first bought in 1911, have proved popular and useful, and have been gradually increased in number. These were advertised by posters and leaflets at some 20 farmers' institutes held under the direction of the Vermont agricultural experiment station, also by exhibits at State and county fairs.

All except Study club libraries are lent for 6 months. The Study clubs usually keep their books 9 months, sometimes a year. Although the general school libraries are "fixed collections" they are made somewhat elastic by the frequent addition of books requested and the subtraction of duplicates. The 3 kinds of libraries are:

**General Traveling Libraries:** 45 books: 15 stories and 15 nonfiction for adults; 15 of both kinds for children.

**School Libraries:** 30 books: 10 stories, 17 or 18 non-fiction for all ages (*not* text-books), 2 or 3 books for the teacher.

**High School Libraries:** These vary in size.

**Study Club Libraries:** Each collection on one subject; from 10 to 50 books.

**Farmers' Libraries:** 45 books: 20 on agriculture; 10 adult fiction; 15 stories and nonfiction for children.

**Documents:** When a town has established a public library, the town may vote to place in the library documents received from the state for the use of the town, with certain exceptions; and the state librarian is directed to deliver to such libraries duplicate documents and volumes published or provided by the state.

**Picture Collections:** The picture collection has grown greatly both in size and in use, and teachers are very grateful for this help in lessons and in decoration of their school rooms. We loaned 4,460 pictures in the 2 years 1912-14, and 4,802 in the *one* year 1914-15. The stereoscopic views are nearly always in use. We take pictures from magazines and newspapers, buy many of the cheaper prints, now and then indulge in photogravures and Longman's large colored prints, Rhine prints and other colored lithographs. We choose subjects chiefly with a view to their usefulness in schools, but also for study clubs. The mounted picture collection now numbers 7,930 pictures. A collection of unmounted pictures often supplies requests for subjects not in the regular collection.

**Other Work:** Exhibits have been held at the annual state teachers' meetings twice at the state Grange meeting and once at the Boys' and girls' agricultural and industrial exposition under the auspices of the Y. M. C. A., besides those for the teacher-training classes and at the state and county fairs already mentioned.



Members and the secretary have spoken at a number of county teachers' meetings, at several Grange meetings, and a few reading clubs; also at public library meetings in the interest of establishing a town library.

Library day programs have been published by the consent of the Commissioner of Education in his "May day" pamphlet in 1914 and 1915. This pamphlet goes to all school superintendents, teachers, and librarians.

Pamphlets on library methods have been given to all except the largest libraries; also 30 subscriptions to Public libraries for the smaller libraries during a few years. The Bulletin has recently given more space to book-lists in an effort to help the small libraries.

The Commission and the Vermont Library Association are combining in the introduction in the two normal schools and the 34 teacher-training classes of an 8-lesson course on the use of libraries. The first 7 lessons are to be given by the librarian or the head of the class, on reference books, the catalog, the scheme of classification, etc., etc. The 8th lesson, a talk on aids from this Commission with an exhibit of a School library and pictures, will be given by members of the Commission.

#### **Publications in print:**

Biennial reports, 3-7, 9-10, 1899-1914.

Biennial question blanks for 11th report.

Bulletin, quarterly, March, 1905, to date (see below for nos. out of print). Vol. 1 no. 4 never issued.

Traveling libraries, addresses by Mrs. W. P. Smith and Miss Mary Titcomb.

Traveling library lists and explanatory leaflets.

List of picture collections by subject.

List of study club collections.

Library laws, 1908.

Broadsides explaining aid in establishment and in maintenance.

A Vermont library (Pomfret), comp. by J. C. Dana.

Library day programs (in May days, 1914 & 1915, issued by the Commissioner of Education).

### Publications out of print:

Biennial reports, 1-2, 8.

Bulletin, vol. 1, no. 1; v. 2, nos. 2-3; v. 3, no. 1; v. 4, no. 4; v. 5, no. 2; v. 6, no. 4; v. 7, no. 2.

### Financial Report—July 1914-June 1915:

Annual appropriation .....	\$6,200.00
Books and binding (also pictures \$70.91).....	\$1,147.93
Salaries .....	1,866.68
Direct aid (State aid in maintenance—plus— First aid \$100 in books to each town).....	1,500.00
Pamphlets for distribution (in State aid gifts) ....	
Traveling expenses—	
Commission members.....	\$ 62.26
Secretary and assistant.....	183.83
	<hr/> 246.09
Express, freight and cartage .....	50.09
Postage .....	136.22
Printing (quarterly bulletin, etc.).....	278.70
Office supplies and furniture.....	47.58
Traveling library boxes .....	60.75
Periodical subscriptions and organization dues..	28.00
State institutions (to 4 institutions in books)..	200.00
Annual public meeting .....	33.09
Miscellaneous .....	604.87
	<hr/> \$6,200.00

### Expenditures by Departments

Direct aid—\$200 State institutions; first aid \$100 to each town, maintenance.....	\$1,700.00
Traveling libraries .....	1,500.00
General expenses .....	3,000.00
	<hr/> \$6,200.00

### Statistical Report:

Number of visits made to libraries .....	30
Traveling Libraries:	
Number of volumes in fixed groups.....	8,160
“ “ “ “ open shelves.....	1,715
“ “ “ “ sent from office (not including re- newals) .....	8,907
Number of requests filled .....	332
(88 new stations.)	
General traveling libraries .....	59

Special .....	8
School libraries .....	133
Study clubs .....	45
Picture collections .....	96
Pictures .....	4,802
Public Libraries:	
Population of state (in 1910).....	355,956
Number of towns of over 2,000 inhabitants (in 1910)..<	29
"    " public libraries supported in whole or in	
part by a tax .....	175
Number of public libraries supported without tax....	24
"    " subscription libraries .....	27
"    " library buildings .....	66
"    " Carnegie buildings .....	5

## VIRGINIA

### VIRGINIA STATE LIBRARY

#### Members of the State Library Board:

Armistead C. Gordon, chairman, Fine Creek Mills.  
 Judge R. T. W. Duke, Jr., Charlottesville.  
 Egbert G. Leigh, Jr., Richmond.  
 Edmund Pendleton, Fine Creek Mills.  
 Dr. Lyon G. Tyler, Williamsburg.

#### Executive Staff:

H. R. McIlwaine, State Librarian.

J. R. C. Brown, Chief of Division of traveling libraries.

There is no Library Commission in Virginia, but, as heretofore, much of the work of a library commission is being done by the State Library. The amount of money that is expended on our traveling library system annually is about \$1,800. We have only one person regularly engaged in that department, but he is very largely assisted by the janitors connected with the institution. He is paid \$1,200 a year. The rest of the appropriation goes to the maintenance of the system. Statistics of the department are not kept in such a way that it is possible to answer all the questions asked. However, I have had the sta-

tistical report filled out as nearly as this can be done, and I am sending it to you, enclosed.

Our traveling library books are not sent to individuals, but to groups. In each book there is a card on which each reader of the book signs his name, and our statistics show that there were thirty-five thousand individual readers last year.

The libraries consist of fixed collections, numbering from 25 to 50 books. These collections are sent, without charge, on application by electing a president and librarian. The librarian agrees to abide by all the rules of the State Library regarding the circulation of the books and keeping of records and to return the books at the end of six months. There are three classes of traveling libraries, namely, the libraries for adult readers (called citizens' or general traveling libraries, libraries for the use of pupils of the public schools, and special collections). In addition to the books in the fixed collections, there is a collection of volumes from which selection may be made.

The staff of the Traveling Library Department consists of H. R. McIlwaine, state librarian, and J. R. C. Brown, chief of the Traveling Library Department. The only publications of the department are the report of the head of the department, which is printed as a part of the report of the State Library.

The State Library does not now do legislative reference work, the General Assembly of Virginia having established at its 1914 session a regular Legislative Reference Bureau, not connected with the Virginia State Library. However, the Library still does a good deal of library extension work through correspondence, and we also have a good many books for the blind, which are sent to blind readers, not only in Virginia, but in other States.

### Statistical Report:

Number of visits made to traveling library stations (not  
public libraries) .....

**Traveling Libraries:**

Number of volumes in fixed groups.....	11,500
“ “ “ “ open shelves.....	530
“ “ “ sent from office (not including re- newals) .....	....
Number of volumes renewed.....	....
“ “ requests filled .....	293
Groups of taxpayers served .....	208
Individuals served (about) .....	35,000
Schools served .....	132
Institutions served .....	....
Study clubs served .....	10
Other organizations served .....	83

**Public Libraries:**

Population of state .....	2,061,612
Number of towns of over 2,000 inhabitants.....	32

**WASHINGTON****STATE LIBRARY COMMISSION****Members of the Commission:**

Justice Mark Fullerton, President.  
 Justice Frederick Bausman.  
 Justice Overton G. Ellis.  
 Justice Stephen J. Chadwick.  
 Justice O. R. Holcomb.  
 Justice George E. Morris.  
 Justice Wallace Mount.  
 Justice Emmett N. Parker.  
 Justice John F. Main.  
 Ernest Lister, Governor.  
 W. Vaughn Tanner, Attorney-General.  
 J. M. Hitt, State Librarian, Secretary.

**Executive Staff:**

J. M. Hitt, Librarian, State Library.  
 Joseph F. Heermans, Assistant Librarian.  
 Mrs. Lou G. Diven, Superintendent Traveling Library  
 Department.  
 Hazel Loomis, Assistant.



The State Library Commission was created by act of March 17, 1903, and consists of the judges of the Supreme Court, the governor, and the attorney-general.

Under the law the relation of the State Library to the public libraries of the state is limited to giving advice and counsel in the organization, management, and book selection. No special organizing or supervising functions are assumed further than by requiring full annual reports on the form adopted by the A. L. A.

In legislative work, the State Library furnishes members of the legislature and others with well digested material on matters pending, but makes no attempt at legislative drafting.

A close connection is kept up with the study club work of the State Federation of Women's Clubs, and with the series of high school debates, supplying all material asked for.

There is kept a complete file of all state public documents and also a set of separates of the same on all topics of interest in the state.

A traveling exhibit of pictures, some 300 mounted and 1,500 unmounted, is kept for the service of the public libraries of the state.

### Financial Report:

(Appropriations Biennial)

Appropriation, April 1, 1915-March 31, 1917

	State Library	Traveling Library
Salaries .....	\$3,000.00	\$4,200.00
Books, and all incidental expense.....	5,750.00	5,700.00
Printing and binding .....	.....	600.00

Total .....	\$8,750.00	\$10,500.00
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Expenditures, April 1, 1914-1915

Salaries .....	\$2,252.25	\$2,632.00
Traveling expenses .....	109.15	208.79
Freight, express, etc. ....	363.00	187.56
Postage .....	392.72	61.16
Printing .....	166.48	518.21
Office supplies, etc. ....	107.66	101.94

Periodical subscriptions .....	165.50	.....
Traveling library boxes .....	.....	.....
Books and binding .....	665.87	1,466.42

### Statistical Report:

#### Public Libraries:

Population of state (U. S. estimate July, 1915).....	1,471,045
Census of 1910 .....	1,141,990
Cities over 2,000 (1915 estimate).....	40
Of these, public libraries in.....	34
In smaller than 2,000, public libraries in.....	21
Public libraries supported wholly or in part by taxation .....	46
Privately supported, 1; club supported, 2; W. C. T. U., 1 .....	4
Library buildings, including branch libraries.....	45
“ “ Carnegie endowment .....	38

## WISCONSIN

### WISCONSIN FREE LIBRARY COMMISSION

#### Members of the Commission:

William H. Hatton, New London, Chairman.  
 Mrs. C. S. Morris, Berlin.  
 C. P. Cary, Madison, State superintendent.  
 M. M. Quaife, Madison, Sec. State Historical Society.  
 C. R. Van Hise, Madison, President, University of Wisconsin.

#### Executive Staff:

M. S. Dudgeon, Secretary.  
 Chas. McCarthy, Legislative Reference.  
 Mrs. A. L. Mayers, Chief Traveling Library Dept.  
 Mary E. Hazeltine, Preceptor Library School.  
 Elva L. Bascom, Chief Study Club and Book Selection Dept.

**History of the Commission:** The commission was established by act of the legislature in April, 1895, but no appointments were made by the Governor until November

of the same year. At this time there was no appropriation other than a \$500.00 appropriation to pay traveling expenses of various workers. Two years later, however, the appropriation was increased. The appropriation has been added to from time to time since.

The legislative reference department was created by act of the legislature in 1903 and given an appropriation of \$1,500. This has been raised from time to time until it has reached the present amount.

This commission is not permitted by the law to give any direct aid to libraries. It does aid, however, in establishing libraries by suggesting ways and means of securing libraries, library buildings, library sites, municipal support, etc. It also aids in organizing public libraries through the visits of the staff and also through the field work of the library school students. Each of these students is required to spend the months of February and March in actual library work among the public libraries of the state, working full time and performing real library duties much as would a regular employe of the local library.

The commission still maintains a clearing house of periodicals although we find that this work is not of such great value of late as most of the libraries have secured full files of the magazines required.

The legislative reference department is maintained, a separate appropriation being given to the commission for this purpose. A reference library built up largely with the legislative needs of the state in view is maintained at all times. During the sessions of the legislature a drafting department which aids the legislators in preparing their bills is operated.

The commission maintains a regular library school which although affiliated with the University of Wisconsin and receiving aid from it, is controlled and administered wholly by the commission. During the summer the commission holds a summer session of six weeks admitting to this course only those actually engaged in library work.

Owing to the fact that the libraries of the state are scattered over a large area it is difficult to hold a regular circuit of institutes and district meetings each year. However, several such meetings are held in various parts of the state.

The school libraries of the state are under the supervision of the state department of education.

Traveling libraries are sent out to the small towns and farm communities of the state having no library facilities. In some cases they are also sent to the small public libraries to supplement their own limited resources. The groups sent to the small public libraries are frequently either foreign books or books upon special subjects although some traveling libraries made up of general selections are used.

The commission maintains a study club department which provides groups of books and outlines for serious work by clubs and groups of individuals. This work is supplemented by a very considerable amount of reference work carried on by correspondence.

The various collections of pictures are loaned out to libraries and clubs.

The volume of work done through the parcel post is constantly increasing. Our experience indicates that this is a work which is not only going to assume large proportions but is going to be of very considerable educational value. The most persistent patrons of this department are the country school teachers and the books required are of the very best character.

### Financial Report:

The following statement shows the expenditures inclusive of amounts expended in the maintenance of the library school and in the operation of the legislative reference department as well as those amounts expended in the general work of the library commission.

Annual appropriation (does not include receipts from tuition, etc., nor those from university on account of library school) .....	\$53,800.00
Books (\$15,885.58) and binding (\$1,128.52).....	17,014.10

Salaries .....	36,576.34
Direct aid .....	None
Pamphlets for distribution.....	Not kept distinct
Traveling expenses .....	1,204.95
Express, freight and cartage .....	706.33
Postage .....	1,408.76
Printing .....	1,970.44
Office supplies and furniture .....	2,006.51
Traveling library boxes .....	339.22
Periodical subscriptions and organization dues.....	630.75
State institutions—Have furnished books, booklists, and aided in organization work but have no separate account.	
Summer school .....	Not kept distinct
Miscellaneous .....	110.75
Insurance .....	306.27
Telephone and telegraph .....	161.51

## Expenditures by Departments

Direct aid .....	None
Field work and instruction—Must be given together as the instructional staff are the field workers and as some of their visiting is done while supervising in- struction .....	15,564.30
Traveling library department, including study club department .....	24,686.07
General administration expenses .....	7,314.18
Legislative reference department expenses (does not include salaries of drafting department during legis- lative session) .....	14,871.38

## Statistical Report:

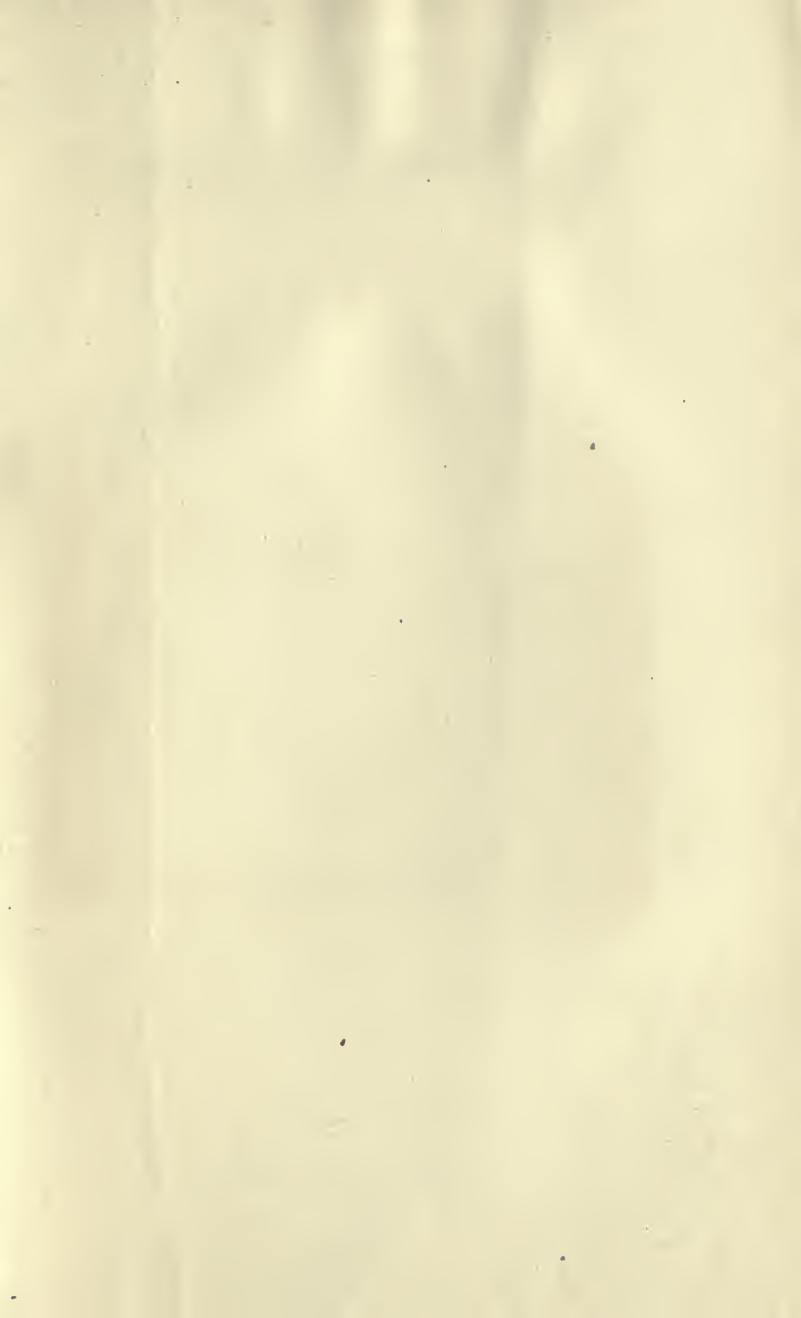
Number of visits made to libraries.....	260
“ “ “ “ “ traveling library stations...	260
Traveling Libraries:	
Number of volumes in fixed groups.....	63,678
“ “ “ “ open shelves.....	6,890
“ “ “ sent from office (this is the number sent out in separate volumes as distin- guished from traveling libraries) .....	3,369
Number of requests filled (January to December, 1915) .....	1,716
Groups of taxpayers served....	} .....
Individuals .....	
Schools .....	
Institutions .....	
Study clubs .....	
Other organizations .....	1,235



(This figure represents separate distinct stations which have received traveling library books during the current year.)

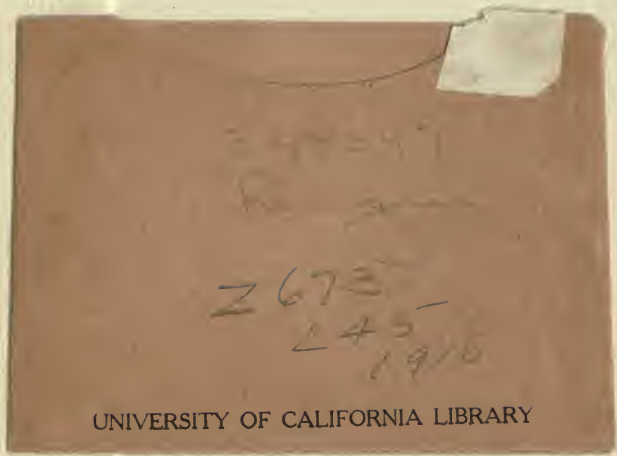
Public Libraries:

Population of state (in 1910) .....	2,333,860
Number of towns over 2,000 inhabitants.....	80
"    " public libraries supported in whole or in part by a tax .....	179
Number of public libraries without tax support....	0
"    " subscription libraries .....	....
"    " library buildings .....	91
"    " Carnegie buildings .....	59





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UNIVERSITY OF CALIFORNIA LIBRARY

